



**III. Term of Office**

The Presiding Limited Jurisdiction Judge shall serve a term of two (2) years, subject to re-election starting on the effective date of this order and expiring on December 31 of the subsequent year.

**IV. Duties**

The Presiding Limited Jurisdiction Judge, with the advice and consent of the Presiding Judge, shall:

- A. Provide direction and administrative support and assistance to the Justices of the Peace, City Magistrates, and Limited Jurisdiction Pro Tempore Judges and Juvenile Hearing Officers.
- B. Call and preside over all special meetings of the Limited Jurisdiction Judges and recommend appointment of advisory committees and/or subcommittees to the Presiding Judge as needed.
- C. Appoint an Associate Presiding Limited Jurisdiction Judge to act during the absence or unavailability of the Presiding Limited Jurisdiction Judge.
- D. Coordinate education and training of newly elected or appointed Limited Jurisdiction Judges including Pro Tempore Judges and Juvenile Hearing Officers.
- E. Secure and assign Judge Pro Tempores and Juvenile Hearing Officers to limited jurisdiction courts in accordance with applicable policies and procedures.
- F. Perform administrative duties as assigned by the Presiding Judge.

**COURT ADMINISTRATOR**

**V. Appointment**

The Court Administrator shall be appointed by and serve at the pleasure of the Presiding Judge.

**VI. Duties**

The Court Administrator, with the advice and consent of the Presiding Judge, shall administer the non-judicial functions of the courts including but not limited to the following:

- A. Appoint, assign, and terminate, if necessary, court administrator's office staff in consultation with the Presiding Judge; supervise and evaluate such staff in accordance with the applicable Merit Rules; develop and implement a judicial branch merit plan; assist in scheduling visiting judges in the superior court and arrange for adequate staff and facilities for this purpose; and assist the

Presiding Limited Jurisdiction Judge in securing and assigning Judge Pro Tempores and Juvenile Hearing Officers to limited jurisdiction courts in accordance with applicable policies and procedures.

- B. Oversee the Mohave County Court Automation Project and other countywide court technology initiatives.
- C. Prepare and submit an annual unified court system budget to the Board of Supervisors; work with the Presiding Limited Jurisdiction Judge to consolidate justice court budgets for incorporation into the unified budget; ensure payroll processing and disbursement; oversee accounts payable processing; inventory and track fixed assets; ensure court compliance with minimum financial management and accounting standards; and review and evaluate court system expenditures in conjunction with the Presiding Limited Jurisdiction Judge.
- D. Oversee coordination of court training and education programs.
- E. Develop and maintain a master plan for necessary superior and justice court facilities, space, and security and maintain and comply with statutory mandates and other standards related to facilities.
- F. Oversee court operations including establishment of uniform docketing, calendaring, and case management policies and procedures; standardization of court forms and orders; establishment of uniform bond, fine and traffic diversion fee schedules; ensure court compliance with statistical reporting requirements and records management policies and procedures established by the Arizona Supreme Court; and assist in the development and revision of Uniform Rules of Practice and Local Court Rules as directed by the Presiding Judge.
- G. Procure and standardize supplies, services, equipment, and furnishings necessary to administer daily court functions.
- H. Oversee implementation and evaluation of alternative dispute resolution court programs.
- I. Provide assistance and support to the Clerk of the Superior Court in administering the jury system as needed.
- J. Oversee management and coordination of the Mohave County Law Library.
- K. Staff Mohave County judges meetings and advisory committees and/or subcommittees appointed by the Presiding Judge as assigned.
- L. Prepare a Court System Coordination Plan to administratively unify, to the extent possible, countywide court operations for review and approval by the Presiding Judge and Presiding Limited Jurisdiction Judge and submit an annual progress report in this regard.
- M. Provide technical assistance and support to the superior court and justice courts and conduct management studies and court improvement projects as needed.

N. Perform other administrative duties as assigned by the Presiding Judge.

## LIMITED JURISDICTION COURT ADMINISTRATION AND SUPERVISION

### VII. Administrative Support

All Limited Jurisdiction Judges shall have daily responsibility for the supervision of their respective courts. This supervision shall be consistent with judicial branch policies and procedures adopted by the Arizona Supreme Court and the Presiding Judge. Limited Jurisdiction Judges may delegate daily responsibility for the administration of their courts to their respective court administrators, office supervisors, or chief clerks. City Magistrates may delegate court management functions including but not limited to responsibilities specified in Sections VI (A-N) of this Order to the Court Administrator through intergovernmental agreement upon approval of the Presiding Judge and Presiding Limited Jurisdiction Judge.

### POLICIES

### VIII. Recommendations

Any person may recommend improvements in administering and operating the Mohave County Court System in writing to the Presiding Judge for review and approval determination.

DATED this 7th day of March, 1995.



Hon. Gary R. Pope, Presiding Judge  
Mohave County Court System

Original filed with the Clerk of the Superior Court in Mohave County.

APPROVED:

Arizona Supreme Court

Stanley G. Feldman, Chief Justice