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CLERK OF THE SUPERIOR COURT
BY _____ DEPUTY
2013 NOV 7 AM 8:30

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF PINAL

IN THE MATTER OF)
JUDICIAL ASSIGNMENTS)
IN THE SUPERIOR COURT)
_____)

ADMINISTRATIVE ORDER
No. 2013-00 28

WHEREAS the Presiding Judge of the Superior Court of Arizona in and for Pinal County is the chief judicial officer of the county and has administrative authority over all courts in Pinal County, pursuant to Article VI of the Arizona Constitution and Arizona Supreme Court Administrative Order No. 2005-32 (revised May 16, 2005); and

WHEREAS the Superior Court has experienced the recent retirement and resignation of three judges, and is planning for the retirement of another judge, which therefore requires modification and an update to the current judicial assignments.

NOW, THEREFORE, it is ordered affirming and continuing all current duties and assignments of all full-time and regular part-time judicial officers of the Superior Court, including all current case assignments, except as expressly modified by this Administrative Order.¹

IT IS HEREBY ORDERED that this Administrative Order is effective immediately.

¹ This Administrative Order updates and, when in conflict, supersedes Administrative Orders 2010-92, 2012-04, 2013-19, and 2013-21.

CIVIL & PROBATE (CV & PB):

IT IS ORDERED assigning all future Civil (CV) and Probate (PB) case filings to Judge Gilberto Figueroa (GVF), Judge J. Rudy Georgini (JRG), Judge Jason R. Holmberg (JH), Commissioner Karen J. Stillwell (KJS) and Commissioner Lawrence M. Wharton (LMW). **Each judicial officer shall receive twenty (20%) of all newly filed or reopened Civil (CV) and Probate (PB) cases of the Superior Court, according to the terminal digits of the case file, as set forth in the attached *Appendix*, except:**

- Forcible entry and detainer, petitions for change of name, and civil forfeiture actions **are** assigned to Commissioner Stillwell (note: the Clerk of the Court shall set the initial hearing for these matters, consistent with current practices.);
- Any other civil case, if the plaintiff is in the custody of a correctional facility or jail, including *Habeas Corpus* and civil rights litigation, **may** be reassigned to Commissioner Stillwell, as a matter of discretion by the regularly assigned Divisional judge or the Presiding Criminal Judge;
- This Administrative Order shall not apply to cases that are not regularly assigned to a judge, such as matters handled by a probate registrar (however, if matters handled by the probate registrar require subsequent assignment to a judge, such assignments are to be made according to the terminal digits of the case file, as set forth in the attached *Appendix*.);
- Emergency matters are assigned as set forth below; and,
- Such other matters as the Presiding Judge may assign.

IT IS FURTHER ORDERED that Divisional Judges may continue to delegate the following Civil proceedings to Commissioner Stillwell, as a matter of judicial economy, without reassigning the underlying case:

- Default judgment by motion or hearing;
- Garnishment;
- Supplemental proceedings;
- Provisional remedy in replevin;
- Requests related to service of process; and,
- Other matters with the consent of the Presiding Judge.

In any such delegation, Commissioner Stillwell shall also preside over any related subsequent hearing or follow-up internal review, thereby completing the delegated Civil proceeding; the assigned Divisional judge's staff shall provide support to Commissioner Stillwell, consistent with current practice.

IT IS FURTHER ORDERED that open Civil and Probate cases that are currently assigned to the Judge *Pro Tempore* Bradley M. Soos are reassigned to Commissioner Stillwell, subject to any cases that Judge *Pro Tempore* Soos elects to retain, where his

involvement is substantial and the best interest of the litigants reasonably warrants his retention of the file. For this reason, cases shall not be transferred *en masse*, but cases shall be reassigned by individual judicial order, on a case-by-case basis.

IT IS FURTHER ORDERED that open Civil and Probate cases that are currently assigned to the Judge Olson are reassigned to Commissioner Wharton, subject to any cases that Judge Olson elects to retain, where his involvement is substantial and the best interest of the litigants reasonably warrants his retention of the file. For this reason, cases shall not be transferred *en masse*, but cases shall be reassigned by individual judicial order, on a case-by-case basis.

Other judicial Officers who are currently assigned to pending Civil or Probate cases shall continue to preside over their pending cases, but shall not at this time receive any new Civil or Probate cases.

CRIMINAL (CR):

IT IS ORDERED assigning all future Criminal (CR) case filings to Judge Gilberto Figueroa (GVF), Judge J. Rudy Georgini (JRG), Judge Henry G. Gooday (HGG), Judge *Pro Tempore* Soos (BMS), and Commissioner Craig A. Raymond (CAR). **Each judicial officer shall receive twenty (20%) of all newly filed or reopened Criminal (CR) cases of the Superior Court, which shall be assigned on a rotating basis by the arraignment judge, who shall assign co-defendants to the same trial judge, except:**

- This Administrative Order shall not apply to matters that are assigned to specialty courts, such as *Early Disposition Court* (EDC) and *Probation & Restoration Court* (PRC);
- Emergency matters are assigned as set forth below; and,
- Such other matters as the Presiding Judge may assign.

IT IS FURTHER ORDERED that open Criminal cases that are currently assigned to Judge Boyd T. Johnson or his successor in office are hereby reassigned to Commissioner Raymond, subject to any cases that Judge Johnson has agreed to retain. For this reason, cases shall not be transferred *en masse*, but cases shall be reassigned by individual judicial order, on a case-by-case basis, reflecting that the time for any notice of change of judge, pursuant to Criminal Rule 10.2, shall begin to run on the date of reassignment, if not already exercised or waived.

IT IS FURTHER ORDERED that open Criminal cases that are currently assigned to Judge Robert Carter Olson are hereby reassigned to Judge Gooday, subject to any cases that Judge Olson has agreed to retain. For this reason, cases shall not be transferred *en masse*, but cases shall be reassigned by judicial order, on a case-by-case basis, reflecting that the time for any notice of change of judge, pursuant to

Criminal Rule 10.2, shall begin to run on the date of reassignment, if not already exercised or waived.

Other judicial Officers who are currently assigned to pending Criminal cases shall continue to preside over their pending cases, as well as continue with all current assignments, but shall not at this time receive any new Criminal cases.

JUVENILE BENCH (JV, JD, SV, AD & GC):

IT IS ORDERED affirming the continuing assignment of the Juvenile Bench, consisting of Judge Kevin D. White (KDW) and Judge Brenda E. Oldham (BEO). **Each judge shall continue to receive fifty (50%) of all newly filed or reopened Juvenile Delinquency (JV), Juvenile Dependency (JD), Severance (SV), and Adoption (AD) cases of the Superior Court, as set forth in the attached Appendix, except:**

- Emergency matters are assigned as set forth below; and,
- Such other matters as the Presiding Judge may assign.

IT IS FURTHER ORDERED that Commissioner Raymond continues to be assigned to such matters and preside over such calendars as the Presiding Juvenile Judge shall from time-to-time designate, including assignment to all **Guardianship-Conservatorship (GC) cases**.

This Administrative Order does not rescind any existing orders by the Presiding Juvenile Judge.

DOMESTIC RELATIONS BENCH (DO):

IT IS ORDERED affirming the continuing assignment of the Domestic Relations Bench, consisting of Judge Stephen F. McCarville (SFM), Judge Steven J. Fuller (SJF), and Judge Daniel A. Washburn (DAW). **Each judge shall continue to receive approximately one-third (33%) of all newly filed or reopened Domestic Relations (DO) cases of the Superior Court, as set forth in the attached Appendix, except:**

- Emergency matters are assigned as set forth below; and,
- Such other matters as the Presiding Judge may assign.

IT IS FURTHER ORDERED that Judge *Pro Tempore* Soos continues to be assigned to preside over all IV-D matters and such matters and such calendars as the Presiding Family Law Judge shall from time-to-time designate.

This Administrative Order does not rescind any existing orders by the Presiding Family Law Judge.

EMERGENCY HEARINGS:

IT IS HEREBY ORDERED that routine coverage of same-day or walk-in matters, commonly referred to as emergency hearings, shall be a regular responsibility of staff judges. This includes but is not limited to Orders of Protections, Injunctions against Harassment, Temporary Child Custody Orders, Temporary Orders in Guardianship or Conservatorship matters, and any other emergency orders.

IT IS FURTHER ORDERED that Judge *Pro Tem* Soos shall continue to prepare and publish to the Clerk of the Court and judicial staff, in consultation and collaboration with all regular Commissioners, a monthly emergency coverage list. All regularly scheduled Commissioners shall participate in covering emergency hearings.

The coverage judge shall be sufficiently available to handle an emergency request within a reasonably prompt period of time, and the coverage judge's judicial assistant shall be readily available to receive and coordinate an emergency request. If the coverage judge is unavailable to handle an emergency, the responsibility shall be covered by another staff judge, if possible; but if no staff judge is available, an available Divisional judge shall cover the emergency. As a general rule, the monthly emergency coverage list will not change following publication.²

IT IS FURTHER ORDERED that the judge who hears or reviews an Order of Protection or Injunction against Harassment for a coverage judge may self-assign and retain the matter, or the judge shall assign it to the designated coverage judge, except for an emergency request related to a pending DO shall remain assigned to the currently assigned DO judge. All other emergency hearings on new cases shall be set before the assigned judge, if available, such as a civil application for an *ex parte* temporary restraining order.

LAW & MOTION CALENDARS:

IT IS HEREBY ORDERED that judges shall not establish or modify a standing law & motion calendar without prior approval by the Presiding Judge of their bench, who shall coordinate such changes with the Clerk of the Court and the Presiding Judge. This change is necessitated by the strain on government resources, both within the judiciary and for county departments, which requires enhanced coordination between judges. Presiding Judges of each Bench shall monitor whether reserved blocks of time remain necessary, particularly as legacy caseloads are concluded.

² The assigned coverage judge may make alternate coverage arrangements with a colleague, as needed, even on short notice, but the judicial assistant to the designated coverage judge shall receive and coordinate the emergency request, so the Clerk of the Court may rely on the posted monthly coverage calendar list.

VACATION COVERAGE:

IT IS HEREBY ORDERED that staff judges shall hereafter have their vacation schedules pre-approved by the Presiding Judge AND the Presiding Judge for their Bench. The Presiding Judge shall not approve more than three of the full-time staff judges to take a vacation at the same time. The Presiding Judge for each Bench shall not approve a vacation for a staff judge if the proposed vacation will leave the Bench without an assigned Divisional or staff judge.

IT IS FURTHER ORDERED that Divisional judges shall coordinate their vacation schedule in advance with the Presiding Judge for their assigned Bench³, and Divisional judges shall not schedule a vacation that will leave their Bench without an assigned judge. The Presiding Judge for the Bench shall give preference to Divisional judges in scheduling vacations, including providing a reasonable opportunity for Divisional judges to first submit their vacation schedule, but vacation approval for a staff judge shall not be revoked after it is approved, absent an emergency situation.

IT IS FURTHER ORDERED that Presiding Judges for each Bench shall provide information on vacation schedules for their Bench to the Presiding Judge or his designee, who shall maintain a master vacation calendar, and the master vacation schedule shall be utilized by Divisional judges prior to scheduling any vacation.

IT IS FURTHER ORDERED that judges shall manage and coordinate the vacation schedule of their judicial assistant to coincide with the judge's vacation schedule, to the maximum extent practicable. Temporary or part-time staff may not be scheduled to cover vacations without the prior approval of the Presiding Judge.

DIVISION NUMBERS:

IT IS HEREBY ORDERED affirming that Division Numbers shall no longer be reproduced on signs or printed material, or used in minute entries, so costs and confusion are reduced when Division Numbers are periodically renumbered.

IT IS FURTHER ORDERED that the Judicial Divisions are renumbered as follows:

Division 1	Judge Figueroa
Division 2	Judge McCarville
Division 3	Judge White
Division 4	Judge Georgini
Division 5	Judge Oldham

³ Divisional Judges assigned to the Civil-Criminal Bench shall coordinate their vacations in advance with the Presiding Criminal Judge.

Division 6	Judge Fuller
Division 7	Judge Washburn
Division 8	Judge Holmberg
Division 9	Judge Gooday
Division 10	Judge Olson

Staff judges are not assigned division numbers, and any prior numbers are withdrawn, since the current court case management system does not require division numbers.

PRESIDING JUDGES OF EACH BENCH AND SPECIAL ASSIGNMENTS:

IT IS HEREBY ORDERED that Judges shall continue their current secondary assignments, including the current assignments of the Presiding Judges of each Bench, until further Order of the Presiding Judge. However, due to the vacancy in the Office of Civil-Criminal Presiding Judge, this role is temporarily assigned to the Presiding Judge.

IT IS FURTHER ORDERED, notwithstanding this general order, that the Presiding Judge retains discretion to make other permanent or temporary assignments, including assigning calendar coverage, as the needs of the Court may periodically require.

Dated this 7th day of November, 2013


Honorable Robert Carter Olson
Presiding Judge

Original: Clerk of the Superior Court
Copies: Judges, Pinal County Superior Court
Pinal County Attorney
Public Defender
Chad Roche, Clerk of the Court
Todd Zweig, Probation
Court Administration

Appendix

Case Assignment Matrix as of November 7, 2013

Exceptions to Case Assignment Matrix: (1) **forcible entry and detainer, petitions for change of name, and civil forfeiture actions** are assigned to Commissioner Stillwell; and (2) **Orders of Protection and Injunctions against Harassment** are assigned to the designated coverage judge, except for Orders of Protection on a pending DO case, which remain with the originally assigned judge.

CIVIL & PROBATE (CV & PB)

00	KJS	10	KJS	20	KJS	30	KJS	40	KJS	50	KJS	60	KJS	70	KJS	80	KJS	90	KJS
01	GVF	11	GVF	21	GVF	31	GVF	41	GVF	51	GVF	61	GVF	71	GVF	81	GVF	91	GVF
02	JH	12	JH	22	JH	32	JH	42	JH	52	JH	62	JH	72	JH	82	JH	92	JH
03	JRG	13	JRG	23	JRG	33	JRG	43	JRG	53	JRG	63	JRG	73	JRG	83	JRG	93	JRG
04	LMW	14	LMW	24	LMW	34	LMW	44	LMW	54	LMW	64	LMW	74	LMW	84	LMW	94	LMW
05	KJS	15	KJS	25	KJS	35	KJS	45	KJS	55	KJS	65	KJS	75	KJS	85	KJS	95	KJS
06	GVF	16	GVF	26	GVF	36	GVF	46	GVF	56	GVF	66	GVF	76	GVF	86	GVF	96	GVF
07	JH	17	JH	27	JH	37	JH	47	JH	57	JH	67	JH	77	JH	87	JH	97	JH
08	JRG	18	JRG	28	JRG	38	JRG	48	JRG	58	JRG	68	JRG	78	JRG	88	JRG	98	JRG
09	LMW	19	LMW	29	LMW	39	LMW	49	LMW	59	LMW	69	LMW	79	LMW	89	LMW	99	LMW

CRIMINAL (CR)

Assigned on a rotating basis by the Arraignment Judge to GVF, JRG, HGG, BMS, and CAR
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JUVENILE BENCH (JV, JD, SV & AD)

Even Case Numbers KDW	Odd Case Numbers BEO
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GUARDIANSHIP-CONSERVATORSHIP (GC)

Assigned to CAR

DOMESTIC RELATIONS BENCH (DO)

00	SFM	10	SJF	20	DAW	30	SFM	40	SJF	50	DAW	60	SFM	70	SJF	80	DAW	90	SFM
01	SJF	11	DAW	21	SFM	31	SJF	41	DAW	51	SFM	61	SJF	71	DAW	81	SFM	91	SJF
02	DAW	12	SFM	22	SJF	32	DAW	42	SFM	52	SJF	62	DAW	72	SFM	82	SJF	92	DAW
03	SFM	13	SJF	23	DAW	33	SFM	43	SJF	53	DAW	63	SFM	73	SJF	83	DAW	93	SFM
04	SJF	14	DAW	24	SFM	34	SJF	44	DAW	54	SFM	64	SJF	74	DAW	84	SFM	94	SJF
05	DAW	15	SFM	25	SJF	35	DAW	45	SFM	55	SJF	65	DAW	75	SFM	85	SJF	95	DAW
06	SFM	16	SJF	26	DAW	36	SFM	46	SJF	56	DAW	66	SFM	76	SJF	86	DAW	96	SFM
07	SJF	17	DAW	27	SFM	37	SJF	47	DAW	57	SFM	67	SJF	77	DAW	87	SFM	97	SJF
08	DAW	18	SFM	28	SJF	38	DAW	48	SFM	58	SJF	68	DAW	78	SFM	88	SJF	98	DAW
09	SFM	19	SJF	29	DAW	39	SFM	49	SJF	59	DAW	69	SFM	79	SJF	89	DAW	99	SFM

GVF	Hon. Gilberto V. Figueroa	JH	Hon. Jason R. Holmberg
SFM	Hon. Stephen F. McCarville	HGG	Hon. Henry G. Gooday
KDW	Hon. Kevin D. White	BMS	Judge PT Bradley M. Soos
JRG	Hon. J. Rudy Georgini	CAR	Commissioner Craig A. Raymond
BEO	Hon. Brenda E. Oldham	KJS	Commissioner Karen J. Stillwell
SJF	Hon. Steven J. Fuller	LMW	Commissioner Lawrence M. Wharton
DAW	Hon. Daniel A. Washburn		