

FILED
AMANDA STANFORD
CLERK OF SUPERIOR COURT

2016 DEC -5 AM 10:51

BY AS DEPUTY

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF PINAL

**Early Assignment of Court Case)
Numbers to Juvenile Dependency)
and Severance Case Coversheets)
_____)**

ADMINISTRATIVE ORDER

No. 2016-00081

Whereas the Presiding Judge has general administrative authority over the Judicial Branch of government in Pinal County, and the Presiding Judge has previously adopted Administrative Order 2016-0007 for the purpose of establishing and modifying policies and procedures for Court-Appointed Counsel and Providers of Related Services;

Whereas the efficient processing of Juvenile Dependency and Severance cases requires the early assignment of court case numbers by the Clerk of the Court; so judicial staff can appropriately assign Court-Appointed Counsel and schedule time-sensitive initial hearings;

IT IS HEREBY ORDERED that the Clerk of the Court shall file and assign a court case number to a Juvenile Dependency or Severance matter upon receipt of a *Notice of Impending Action* filed by court staff, which shall include the following minimum information:

1. Case-type (Juvenile Dependency or Severance);
2. Commencing party (such as Attorney General or a private party);
3. Name(s) and Date(s)-of-Birth of the subject Child(ren).
4. Any other information required by AJACS to initiate a case.

IT IS FURTHER ORDERED that any subsequent Petition or filings shall bear the assigned case number. Juvenile Court Services shall keep track of cases when no Petition is filed within thirty (30) days of filing of the *Notice of Impending Action*, report that information to the Clerk of the Court, who shall administratively close any such case number.

DATED this 5th day of December, 2016.

DP



HONORABLE STEPHEN F. McCARVILLE
PRESIDING JUDGE

Original filed with: Hon. Amanda Stanford,
Clerk of the Superior Court

Copy to: Superior Court Judges
Justices of the Peace
Pinal County Board of Supervisors
Hon. Lando Voyles, County Attorney
Greg Stanley, County Manager
James Mannato, Public Defender
Pinal County Bar Association
Todd D. Zweig, Court Administrator
Administrative Office of the Courts (AOC)