



SUPREME COURT OF ARIZONA

DUTIES AND RESPONSIBILITIES OF PRESIDING JUDGES
IN MUNICIPAL COURTS

Administrative Order No. 90-4

Pursuant to Article VI, Section 3 of the Constitution of the State of Arizona granting the Supreme Court administrative supervision over all the courts of the State,

IT IS ORDERED that the presiding judge of the municipal court, as the chief executive officer of each municipal court in this state shall:

- A. Supervise the administration of the judicial and internal administrative functions of the municipal court in a professional manner utilizing appropriate management techniques to organize and direct the efficient operation of the court.
- B. Delegate duties and responsibilities to judges, judicial and non-judicial personnel as necessary.
- C. Be responsible for the supervision of judges and judicial and non-judicial staff who directly affect the operation of the court.
- D. Establish and implement proper case management techniques and standards.
- E. Determine judicial assignments for each judge, and within guidelines established by city or town council, establish and maintain standard working hours and times to effectively discharge these assignments.
- F. Establish and implement standards and parameters for indigency screening, and guidelines for determination of indigency for the purpose of appointing a public defender.
- G. Define and establish specific parameters within the bounds of the law and sound management practice, under which a defendant shall be granted the time to pay monetary sentences imposed. In addition, the presiding judge shall have the authority to specify the standards for establishment of payment amounts.

H. The presiding judge shall have exclusive supervisory authority over all court personnel while such personnel are performing work for the court. The role and authority of the court administrator, clerical support and courtroom support staff is to follow the policy and procedures of the presiding judge.

I. Exercise administrative supervision over the court in accordance with the principle of judicial independence under the doctrine of separation of powers as defined in the State Constitution, Article III.

J. Exercise such other administrative authority as necessary to maintain and enhance the ability of the court to do justice for all who come before the court.

K. Cooperate and coordinate with the Presiding Superior Court Judge concerning the administration of the municipal court.

DATED AND ENTERED this 17th day of January, 1990
at the State Capitol, Phoenix, Arizona.

FRANK X. GORDON, JR.
Chief Justice