



Superior Court of Arizona
Pinal County
Court Administration

Todd D. Zweig
Court Administrator

Date: November 23, 2022
To: MaryEllen Sheppard, Deputy County Manager
Angie Woods, Budget Director
From: Todd D. Zweig, Superior Court Administrator
Subject: Budget Modification – Justice Precinct 3/Superior Court Administration

We are seeking to transfer a vacant Justice Court Clerk, Senior (#5455) in JP 3 to Superior Court Administration. The purpose of this transfer is twofold:

1. We need to provide staffing in the Initial Appearance (IA) Court. The IA Court has two hearing times each day and operates 365 days per year. Following an arrest, a person must have an IA hearing within 24 hours. At that time, the judge advises the defendant why they are in jail and sets release conditions. The IA Court serves both the superior and limited jurisdiction (LJ) courts, however, the majority of cases begin in LJ courts. We currently have staff to cover the weekdays but have no regular clerical support for the weekends/holiday. This position will address that need.
2. We are also hoping to create a more robust unit to help support our limited jurisdiction courts throughout Pinal County. We plan for this position to provide training and support where needed.

If, after filling the position, there are any remaining funds, we are requesting they be retained in the Pinal County Superior Court - Personnel/ERE Budget in Fund 10 Cost Center 2600209.

Thank you for your consideration.