

orgId=23095

[\(https://www.azcourts.gov/\)](https://www.azcourts.gov/)

Fill the Gap

Purpose: The purpose of the criminal case processing and enforcement improvement fund is to improve the processing of criminal cases in the superior courts and the justice courts and the enforcement of court orders, including the collection of court-ordered fees, fines, penalties, assessments, sanctions and forfeitures. State aid for the courts fund and the local assistance funds provides state aid to the superior court, including the clerk of the superior court, and justice courts for the processing of criminal cases.

Refer to [A.R.S.12-102](https://www.azleg.gov/ars/12/00102-02.htm), [A.R.S.41-2421](https://www.azleg.gov/ars/41/02421.htm), and [ACJA 5-107](https://www.azcourts.gov/Portals/0/admcode/pdf/currentcode/5-107.pdf) for more information.

NOTE: This is not an application for Municipal Courts, there is a separate application in the portal for municipal courts.

 [Manage Collaborators](#)**What is the name of the court: ***

Pinal County Superior Court

Please enter the court's full name (e.g., Cactus County Superior Court or Town of Cholla City Court)

County *

Pinal

Your Title: *

Budget Analyst, Court Admin Finance

Your Phone Number: *

+1 520 866 5413

Are you the primary contact? * Yes No**Project Title ***

FY 2025 Fill the Gap

Provide a brief descriptive title for this project.

Project Start Date *

07/01/2024

If funding is approved, what is the start date for this project?

Project End Date *

06/30/2025

Please indicate the proposed completion date for this project. Keep in mind the time needed to finish the project, process invoices, allow for delays, etc.

Have you applied/will you apply to other funding programs for this project? * Yes No**The Court's Fill the Gap funds are requested for: *** New Project Continue Project: Time, Money or Additional Staff**GPT #: Reference number if known on continued project**

2411FTG001

Budget Information

Amount of State Fill the Gap funds requested: *

\$ 97827

You may request up to the full allocation of state funds for your county as reported to the Superior Court.

Amount of Local Fill the Gap funds requested (5% set-aside monies) *

\$ 392209

USD

Indicate the amount of local (5% set-aside monies) FTG funds, **including any carryover** from the prior year the court is requesting authorization to expend.

Is this amount more than the court's current available balance? *

Yes

No

If you've requested an amount that exceeds the court's available balance, you hereby attest that accruals during the grant period will be sufficient to cover the amount requested. *

Local Balance (Court Portion): *

\$ 178547.4

USD

Report here your current balance of local (5% set-aside) FTG funds, **including any carryover** from the prior year's disbursement.

Local Balance Effective (Certified by Local Finance) As Of : *

06/30/2024

List the date the local balance above was certified by your local finance office.

Total Amount of Application Request *

\$ 490036

USD

List here the combined total amount of local and state FTG monies requested.

List other active approved grants for Fill the Gap for this court.

Include project title, amount of the award, project dates

Project Information

Brief Description of Project and Expected Outcomes: *

This is a request for continuation funding of the project outlined and funded from Pinal County's 2024 application (GPT #2411FTG001). Current funding will end on June 30, 2024. This application is a request for a combination of both State and Local Fill-the-Gap funds, for the period of July 1, 2024 through June 30, 2025.

Funds requested this year will support two full-time Judicial Assistants, two full-time Bailiffs, all at 100% (salary plus ERE), plus funding ACAP maintenance agreements for fifteen ACAP computers and their printers.

Funds will be used to support the Superior Court's Probation Revocation Court (PRC) and Early Disposition Court (EDC) courts.

Approximately two-thirds of all criminal cases filed in Pinal County are being assigned to EDC. EDC is designed to dispose of cases that can be identified as requiring simpler resolutions, this in turn supports increased case terminations, and a reduction in time to disposition in Pinal County's caseload management outcome. Currently, based upon present case filings, two full-time judicial officers are covering two EDC days and one PRC day in addition to other criminal calendars and trials. A significant increase in criminal case filings would trigger expanding EDC to a third day continues to be the go-to strategy should caseloads increase beyond current levels.

Describe the purpose of the project, why it is needed, and the expected results and benefits for the court. Be sure to include a clear connection to the criteria of improving criminal case processing. **NOTE:** For courts with multiple projects, list each individual project, including a descriptor, the expected outcomes and the clear connection between the project and how it addresses the criteria of improving criminal case processing.

If requesting funds to pay ACAP device fees, the application must state how the court is pro-rating the total ACAP assessment to cover only the portion of ACAP fees applicable to criminal case processing.

List the project's performance measures: *

B **I** **U** **≡** **≡** **”** **»**

The below listed case numbers/percentages cover the period of July 1, 2023 to June 30, 2024. Total Cases Filed: 2,670 Total Cases Disposed: 2,535 Cases disposed in: 0–90 Days: 934, 36.84% 91–180 Days: 743, 29.31% 181–365 Days: 588, 23.20% 366+ Days: 270, 10.65% Felony cases disposed of within 90 days: 36.84% As in previous years, case disposition times continue to be monitored and reported to Judges monthly via the Research Analyst/Case Flow Manager in Court Administration, or alternatively a Clerk's Office-created Dashboard which provides each judge with his/her active cases, case status and the ability to correct the available data. We are confident this process brings more immediate attention to cases which have fallen behind. However, no Judge can effectively manage his or her caseload without support to perform the tasks of docketing, calendaring, minute entry processing, and mail processing. In addition, to increase the percentage of cases disposed within the target timeframes, additional hearings are required, thus increasing the size of support personnel workloads. We continue to work toward our previously established goals of meeting the Time Standards set by the Arizona Supreme Court. Should we achieve these goals under this County Attorney's administration, we will examine whether it may be prudent to increase those goals in the future.

List the measurable and/or reportable items that demonstrate how well the project met the expected benefits listed above. Examples are provided below. There should be a measurable performance measure for each expected benefit of the project. Keep in mind that the court will need to report on each performance measure at the close of the project.

AOC staff may modify performance measures if needed and will consult with the court as necessary.

Should you have any questions, please feel free to contact us prior to submitting your application.

Examples of Performance Measures: SMART Format: (specific, measurable, achievable, realistic, timely)

- Number of files to be purged or cleaned up for the purpose of....
- Report on total hours worked in fiscal year....and dollars expended per position funded by the grant
- Statistical data demonstrating the project's benefit to the court, i.e. case clearance rate FY X compared to FY Y;
- Provide proof of purchase (invoice/receipts) for grant funded (items/services)
- Number of attendees at grant-supported training

Budget Information

Budget Detail*



	A	B	C	D
1	-	Department (See options below)	Category (See options below)	Amount Requested
2	1	Superior Court	Personnel	154573
3	2	Superior Court	Computer Equipment	34926.63
4	3			
5	4			
6	5			
7	6			
8	7			
9	8			
10	9			

* Please identify:

Department: Superior Court; Justice Court; Clerk of Court

Category: Personnel; Professional Services; Travel; Other Operating; Office Equipment/Furniture; Computer Equipment

Please note: DO NOT add any dollar signs (\$) or any alpha characters into the "Amount Requested" column of the table. Insertion of these will result in a misrepresentation of the intended total of the requested amount being submitted by the court.

Personnel*



	A	B	C	D	E
1	-	Department (See options below)	# of Positions	Position Descriptors	Salary & ERE
2	1	Superior Court	1	Judicial Assistant	74296
3	2	Superior Court	1	Bailliff	80277
4	3				
5	4				
6	5				
7	6				

	A	B	C	D	E
8	7				
9	8				

*Please Identify:

Department: Superior Court; Justice Court; Clerk of Court

Please note: **DO NOT** add any dollar signs (\$) or any alpha characters into the "# of Positions" or the "Salary & ERE" columns of the table. Insertion of these will result in a misrepresentation of the intended total of the requested amount being submitted by the court.

Equipment*



	A	B	C	D
1	-	Department (See options below)	Type of Equipment	Amount
2	1	Superior Court	Laptops, printers, firewall, etc	34926.63
3	2			
4	3			
5	4			
6	5			
7	6			
8	7			
9	8			
10	9			

Please Identify:

Department: Superior Court; Justice Court; Clerk of Court

Please note: **DO NOT** add any dollar signs (\$) or any alpha characters into the "Amount" column of the table. Insertion of these will result in a misrepresentation of the intended total of the requested amount being submitted by the court.

Signatures of Submitting Parties:

The undersigned acknowledge they have reviewed the proposal and it meets with their approval. I certify that this request for funding has been discussed with administrative staff and judicial offices in the county. **All 4 (four) signatures are REQUIRED.**

NOTE: To sign, submitters will share this application with the Presiding Judge of the County, the Clerk of the Superior Court, the Presiding Justice of the Peace, and the Chair of the Board of Supervisors for their approval. To sign, these individuals, or their designees, simply type their names and dates in the fields provided.

Submitters:

- Use the collaborator feature at the top of the application form to share this application with signatories.
- Alternately, you may save a draft, download that draft and present to all required signatories.
- You would then upload the scanned signed application back into the portal using the upload option below, and then submit for review.

Instructions for Submitter on Obtaining Board of Supervisors Approval

As a signature from the Chairman of the Board of Supervisors in your county is required for this application, you may screen-print a draft of the application and send it to the Chairman asking for his/her approval and then uploading that approval back into your application as a supporting document. Alternatively you may include a letter of support from the BOS or minutes from the board meeting approving the request, etc. Use the upload option below to add this or other documentation to your application.

Signature Approval



	A	B	C	D
1				
2	Presiding Judge, Superior Court (Type Name Above)	Date	Clerk of the Superior Court (Type Name Above)	Date
3				
4	Presiding Justice of the Peace (Type Name Above)	Date	County Board of Supervisors (Type Name Above)	Date

Please upload any supporting documents *

Select up to 11 files to attach. No files have been attached yet. You may add 11 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv, .xls, .xlsx, .zip

Examples of supporting documents could be minutes or approval from the Board of Supervisors meeting indicating approval and support for funding for the fiscal year identified on the application.

Additional Signatures - Not required

Should a court need to include any additional signatures per their local policy, you may include those in the table below.

NOTE: These are not required signatures for AOC processing of the application. The required signatures per statute are the ones identified in the signature section above.

Additional Signatures



	A	B	C	D
1		Name	Position	Date
2	1			
3	2			
4	3			

	A	B	C	D
5	4			
6	5			
7	6			
8	7			

⚠ PLEASE DO NOT SUBMIT THIS APPLICATION UNTIL YOUR COLLABORATORS or REQUIRED SIGNATORIES HAVE HAD THE OPPORTUNITY TO REVIEW THE INFORMATION AND APPROVED ⚠

[Save Draft](#)

[Submit](#)

Drafts may be visible to the administrators of this program.

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