



(<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). (<https://www.azleg.gov/ars/12/00102-02.htm>), [A.R.S.41-2421](https://www.azleg.gov/ars/41/02421.htm), (<https://www.azleg.gov/ars/41/02421.htm>) and [ACJA 5-107](https://www.azcourts.gov/Portals/0/admcode/pdfcurrentcode/5-107.pdf) (<https://www.azcourts.gov/Portals/0/admcode/pdfcurrentcode/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](#)

RS

What is the name of the court: (required)

Cochise County Superior Court

29 / 300 characters

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

County (required)

Cochise



Your Title: (required)

Judicial Budget and Finance Director

Your Phone Number: (required)



+1 520 432 8509

Are you the primary contact? (required)

Yes

No

Project Title (required)

Fill the Gap - Criminal Case Processing

Provide a brief descriptive title for this project.

Project Start Date (required)

07/01/2025

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

Project End Date (required)

06/30/2026

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? (required)

Yes

No

The Court's Fill the Gap funds are requested for: (required)

New Project

Continue Project: Time, Money or Additional Staff

GPT #: Reference number if known on continued project

Budget Information

Amount of State Fill the Gap funds requested: (required)

\$

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) (required)

\$ 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? (required)

- Yes
- No

Local Balance (Court Portion): (required)

\$ 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: (required)

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

My Local Balance (5% funds) relies on projections for the next FY

If you're calculating your balance of local funds using **projections** for the following fiscal year, **please check the box.**

Local Balance (5% projections) Documentation

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .xls, .xlsx

Please upload a breakdown of projections of the 5% local funds **only** if you're using **projections** for those local 5% funds.

Total Amount of Application Request (required)

\$ 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.

N/A

Include project title, amount of the award, project dates

Project Information

Brief Description of Project and Expected Outcomes: (required)

Project #1 - Court Security Officer (Superior Court)

Court security is an essential part of court operations, in addition to their role in Superior Court criminal proceedings. Cochise County has three criminal courtrooms, Division 1, 4, and 5. The officers provide security for judges, court staff, jurors, the public, and defendants within each criminal division courtroom. The officers also perform bailiff duties such as calling witnesses to the stand, collecting evidence from legal parties and jurors, handling case processing paperwork, and obtaining defendant fingerprints at the time of sentencing. FTG will fund 1.0 position.

Project #2 - Pre-Sentence Investigator (Superior Court)

The Adult Probation Office requires a staff of six Pre-Sentence Investigators to handle the current and short-term projected number of pre-sentence reports (PSRs). FTG funds 1.6 positions and the remaining positions are funded from the general fund. This funding will prevent unnecessary delays in the filing of pre-sentence reports, which minimizes criminal case processing time to disposition.

Project #3 - Pre-Trial Surveillance Officer (Superior Court)

Our pretrial services unit is currently made up of two officers. These officers are responsible for timely completion of the public safety assessment (PSA), offender drug testing, residence visits as needed, providing timely reports to the court and providing pretrial offender supervision. FTG partially funds one of the positions at 0.2 and the remaining 0.8 is funded from probation fees.

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: (required)

B I U [List Bullets] [List Numbers] [Quote] [Link]

The principal goal for Cochise County is to maintain the effective management of felony cases. In addition to maintaining a record of achievement, the court will continue to work with the other members of the criminal justice system, seeking further improvements in the overall system. An example of this includes seeking additional resources for the Pre-Sentence Investigation unit in Adult Probation and enhancing the means by which restitution information can be obtained from victims in a timelier manner.

1. Pre-Sentence Investigator to write at least 110 pre-sentence reports
2. Pre-Trial Surveillance Officer to provide 95% of the public safety assessments (PSAs) to the court before the defendant's initial appearance.
3. To dispose of 65% of felony cases within 90 days
4. To dispose of 85% of felony cases within 180 days
5. To dispose of 96% of felony cases within 365 days

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

Overall Budget Detail*



	A	B	C	D
1	-	Department (See options below)	Category (See options below)	Amount Requested
2	1	Superior Court	Personnel	233227.59
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

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.

LIST IN THIS TABLE EVERYTHING THAT IS INCLUDED IN THE TOTAL FTG PLAN. THE TOTAL AMOUNT OF THIS TABLE MUST MATCH THE AMOUNT ENTERED IN THE "TOTAL AMOUNT OF APPLICATION REQUEST" FIELD ABOVE.

Itemized Personnel Detail*



	A	B	C	D	E
1	-	Department (See options below)	# of Positions	Position Descriptors	Salary & ERE
2	1	Superior Court (Fund 561	1	Court Security - Crimir	70000
3	2	Superior Court (Fund 561	0.6	Pre-Sentence Investig;	50000
4	3	Superior Court (Fund 147	1	Pre-Sentence Investig;	99000
5	4	Superior Court (Fund 147	0.2	Pre-Trial Officer	14227.59
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 "# 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.

INCLUDE HERE THE DETAILED LIST OF POSITIONS SUPPORTED BY THE FTG PLAN. THE TOTAL DOLLAR AMOUNT LISTED IN THIS TABLE MUST MATCH THE TOTAL DOLLAR AMOUNT OF "PERSONNEL" ITEMS LISTED IN THE OVERALL BUDGET ABOVE. ADDITIONALLY, THE TOTAL NUMBER OF POSITIONS LISTED HERE MUST MATCH THE NUMBER OF POSITIONS IDENTIFIED IN THE PROJECT DESCRIPTION ABOVE.

Itemized Equipment Detail*



	A	B	C	D
1	-	Department (See options below)	Type of Equipment	Amount
2	1	N/A		
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.

INCLUDE HERE THE DETAILED LIST OF EQUIPMENT TO BE PURCHASED OR MAINTAINED BY FTG FUNDS. THE TOTAL DOLLAR AMOUNT LISTED IN THIS TABLE MUST MATCH THE TOTAL DOLLAR AMOUNT OF "EQUIPMENT" ITEMS LISTED IN THE OVERALL BUDGET ABOVE. ADDITIONALLY, THE EQUIPMENT LISTED HERE MUST MATCH THE EQUIPMENT ITEMS IDENTIFIED IN THE PROJECT DESCRIPTION ABOVE.

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	David Thorn	Nov. 21st, 2025	Amy J Hunley	11/21/2025
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

⋮

FY25_Fill_the_Gap_Revenue_Certification-Signed.pdf



JP_Presiding_Judge_Signature.pdf



Choose File

Select up to 11 files to attach. You have attached 2. You may add 9 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .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 include minutes or approval from the Board of Supervisors meeting indicating approval and support for funding for the fiscal year identified on the application.

OBJECTION to the application

NOTE: Should any of the required signatories not be in agreement with this application for any reason, please state objection here. Include the name, title, and entity objecting to the FTG plan.

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			
5	4			
6	5			
7	6			
8	7			

9	8			
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⚠ 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.

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	<i>James Poppe</i>	<i>11/19/25</i>		
4	Presiding Justice of the Peace (Type Name Above)	Date	County Board of Supervisors (Type Name Above)	Date