



San Luis Municipal Court Accomplishments

December 18, 2023 to present

Program & Policy Enhancements

- **Established Weapon Surrender Program:** Developed in collaboration with the San Luis Police Department and Tucson City Court.
- **Updated Warrant Procedures:** Collaborated with the San Luis Police Department to ensure warrants are issued the same day they're ordered, with originals provided to dispatch within 24 hours.
- **Quashed Warrant Procedure:** Collaborated with the San Luis Police Department to ensure warrants are quashed the same day they're ordered, with orders being emailed.
- **Implemented New Jail Paperwork Retrieval Procedures:** The Court Administrator now retrieves paperwork and bond monies on a weekly basis.
- **Developed New Jail Forms:** Created Bond Authorization, Result Calendar, and Release Order Forms to align with other courts and reduce confusion at the detention center.
- **Established FARE Policy:** Implemented to enhance collection rates.
- **Established Purge Procedure:** Designed to follow retention schedules and minimize clutter.
- **Established Case Processing Disciplinary Policy:** Developed to ensure adherence to the Judiciary Code of Conduct.
- **Established Financial Policies:** Implemented as required by the Minimum Accounting Standards (MAS).
- **Procured an Indigent Defense Contract:** With the City Attorney's assistance, an indigent defense counsel now serves the San Luis community.
- **Removal of 2011 Unified Bond Schedule:** Collaborated with Superior Court and LJ Courts to remove the 2011 Unified Bond Schedule that the county jail was using as it was unjust and outdated.
- **Established New Staff Roles and Responsibilities:** Defined clear roles for Queues, TIP (Tax Intercept Program) Receipting, DPS (Department of Public Safety) Reporting, and Mail Retrieval.
- **Warrant Validations:** This task was successfully transitioned from SLPD dispatch back to SLMC to optimize accuracy.
- **Disposition of Civil Offense and Standing Motion:** Administrative Order No. 2025-02 was implemented to achieve swift and fair justice in civil offenses by authorizing clerks to

dismiss or reduce fines if they meet the minimum levels required by law. Task completed with the collaboration of the City Prosecutor's Office in regard to standing motions provided on common civil traffic offenses.

Administrative & Personnel Improvements

- **Implemented Supplemental HR Policy:** HR Policy 2025-02 has been put into effect.
 - **Implemented Personnel and Administrative Regulations:** Established through Administrative Order No. 2025-01.
 - **Restructured Court Layout for Improved Functionality:** Included reorganizing desks, the lobby, and filing cabinets.
 - **Hired Essential Staff:** A new Clerk II has been hired to enhance operational capacity.
 - **Updated Job Descriptions:** Revised the Clerk II/Bailiff position to accurately reflect current job duties.
 - **Updated and Enforced Court Attire:** Ensures all visitors adhere to the established dress code.
 - **Personnel/Hiring:** Hired a Court Clerk II, internally promoted a Court Clerk I to a Court Clerk II, hired a Court Clerk I, and obtained 2 interns through AZ @ Work.
-

Infrastructure & Technology Upgrades

- **Established and Maintained Court Website:** Required per MAS, detailing payment options and other essential information—including commonly used forms are now available to the public.
 - **Obtained Asbestos Re-assessment and Encapsulation:** Completed with the assistance of Risk Management and Facilities.
 - **Established New Court Security System:** Implemented with the assistance of City IT.
 - **Procured New Court Microphones:** Ensures all court hearings are properly recorded.
 - **Procured New Audio-Visual Court System:** Enables all parties to be heard and seen effectively during remote court hearings.
 - **Enhanced First Responder Accessibility:** Courthouses are now keyed on a master key system, allowing entrance to first responders during emergencies.
 - **Established a Payment Kiosk in Lobby:** Provides defendants with the convenience of making payments via debit/credit card.
-

Legislative & Inter-Agency Collaboration

- **Established a Criminal Justice Coordination Committee:** This committee meets bi-monthly with involved parties, including the Police Department, Prosecutor, City Attorney, Defense Attorney, and South County Justice Court, fostering inter-agency cooperation.
 - **Repealed City Ordinance Removing Probation Department Fees:** Ordinance No. 461 has successfully repealed these fees.
 - **Updated Local Court Fees:** Ordinance No. 466 updated fines that had not been revised since 1999, ensuring current applicability.
-

Financial Reporting Improvements

- **Corrected Allocations in Financial Reports:** Previously, allocations were incorrectly directed to the City General Fund. This has been rectified, and funds are now accurately allocated to the Court Special Revenue and State Treasury Department.
 - **Assumed Responsibility for Court Finances from the City:** Court handles operational budget and maintains budget through New World.
-

Staff Training Initiatives

- 3 Court Clerk IIs, the Court Administrator, and the Chief Clerk are enrolled in the Arizona Court Supervisor (ACS) program
- Receipting Procedures
- Payment Contract Management
- DPS Reporting Procedures
- Training on Sealing, Expungement, and Set-Asides
- Supervisory Skills for Clerk IIs
- Warrant Processing
- Jury Trial Procedures
- Credit Union and TIP (Time-in-Process) Training
- Warrants Procedure
- Orders of Protection, Injunction Against Harassment, Injunction Against Workplace Harassment
- Purging Procedures
- FARE

- Time Standards
 - Statute of Limitations
 - COJET
-

Audits

- MAS Audit Completed
 - Triennial Security Assessment Completed
-

Judicial Achievements

- **Expanded Role & Caseload:**
 - Judge's responsibilities have grown beyond judicial duties; she now supervises eight court staff, two Superior Court staff, and 1 intern (another intern onboarding). This will bring the number to 11 employees supervised and the first time since hiring that SLMC will be fully staffed.
 - Caseload has increased from **3,613 in 2023** to **3,767 in 2024**, yet she has successfully closed **3,934 cases** in 2024.
- **Key Process Improvements:**
 - Created a compliance department and implemented monthly hearings to ensure sentences are followed.
 - Established a monthly fingerprint compliance day with local law enforcement.
 - Increases and established local court fees—with some fees not having been increased since enactment in 1999.
- **Professional & Community Contributions:**
 - Covering and then training the newly appointed Magistrate for the City of Somerton
 - Presented at the 2025 Judicial Conference on Evidence Law for Limited Jurisdiction Courts
 - Participated in the mock trials for high school students who are part of the Campesinos Sin Fronteras summer programs
 - Invited as a judicial speaker for the Arizona Supreme Court Legal Futures Program
 - AO was lifted few months after Judge Figueroa's arrival (Superior Court is pleased with our work)

- Serving as a Judge Pro Tempore for all local justice courts
- Actively involved in the Arizona Rules of Evidence Committee
- Organized the annual South County community Services Fair
- Volunteered to teach a management training course for City HR
- Established bi-monthly Criminal Justice Coordination meeting with SLPD, SL City Prosecutor, SL Indigent Defense Counsel, and JP2.
 - Implemented Yuma County's **first-ever** weapons transfer program.
- **Resolved Previous Challenges:**
 - Corrected an approximately **\$316,000 misallocation** of deferred prosecution funds from 1999
 - Secured the court's **first-ever grants** to upgrade courtroom technology
 - Addressed and resolved the asbestos issue at the courthouse
 - Secured the court's **first-ever** indigent defense attorney
 - Established the court's **first** formal financial and case processing policies (preparing for the upcoming 10-year operational review)
 - Created compliance procedures to enhance case processing
- **Upcoming Projects:**
 - 10-year operational review by AOC scheduled for 2026
 - Integration of SLMC cases into Yuma County Superior Court Mental Health Court Program
 - Partner with Yuma County Adult Probation to provide greater community restitution options for Defendants