

Case Processing Assistance Fund (CPAF) Guidelines

A. Statutory Authority

The Case Processing Assistance Fund (CPAF) is established pursuant to A.R.S. § 41-2401.D.8 “for the purpose of enhancing the ability of the courts to process criminal and delinquency cases, orders of protection, injunctions against harassment and any proceeding relating to domestic violence matters, for auditing and investigating persons or entities licensed or certified by the supreme court, and for processing judicial discipline cases....” A.R.S. § 41-2401.D.8 further provides for the payment of the salary of superior court judges pro tempore appointed for the purposes of processing the cases specified.

B. Project Priority

Priority is given to statewide strategic initiatives which address the following:

1. Enhancing the court’s ability to process existing criminal and delinquency caseloads and backlogs through research to identify the causes of backlog, development of systems and programs to reengineer the business processes and caseflow management, provision of judicial officers and other court personnel, implementation of projects to help process cases needing special attention such as the death penalty law clerk assistance project, providing tools to assist judges in processing cases such as online legal support, improving case processing with enhanced automated case management systems, and by providing education and training for judges and court personnel in case management methods and techniques, victim’s rights and domestic violence;
2. Improving the processing of domestic violence cases (e.g., development of rules of procedure specific to these cases, education, and statewide standardized forms);
3. Processing complaints by investigating persons or entities licensed or certified by the supreme court, including fiduciaries; and
4. Processing judicial discipline cases.

C. Fund Administration

1. Monthly, the State Treasurer’s Office deposits fund monies into the Supreme Courts’ fund 2075; PCA 02628, established for CPAF. The financial and program administration of these funds is delegated to the administrative director or designee. The Chief Financial Officer of the Administrative Office of the Courts provides monthly reports of revenue and expenditure, and yearly program budgets to the administrative director and the program division director.

D. Allocation of Funds

1. Case processing assistance funds are available for statewide strategic programs and local initiatives consistent with statute, the Arizona Judiciary’s Strategic Agenda and project priorities.

2. The Arizona Judiciary's Strategic Agenda is developed and approved by the Chief Justice with input of the Arizona Judicial Council. Statewide strategic project budgets are approved by the Chief Financial Officer, Division Director, AOC Director/Deputy Director and the Chief Justice. Budgets are reviewed for demonstrated need, likelihood of success, adherence to the applicable program goals and consistency with the Arizona Judiciary's Strategic Agenda. Statewide strategic initiatives are presented to the Arizona Judicial Council for review prior to final approval by the Chief Justice.
3. When disbursed funds are available, courts may submit applications to the AOC for approval. Applications are evaluated on a competitive basis for the upcoming fiscal year. Applications are reviewed for demonstrated need, likelihood of success, adherence to the applicable program goals and consistency with the Arizona Judiciary's Strategic Agenda.
4. Project summaries and funding recommendations are provided to the Chief Justice for approval. Applicants shall be notified in writing of the funding decision.

E. Program Oversight

Statewide Projects

1. Statewide strategic initiative outcomes are reported to the Arizona Judicial Council and case processing outcomes are reported in the Arizona Master List of State Government Programs.

Local Court Projects

1. Approved court applications receive funding for a period of one year and funds are disbursed in compliance with AOC procedures.
2. The administrative director or designee enters into a written funding agreement with the court for expenditure of the allocated funds upon approval of the application and the availability of funds. Funding agreements are for one fiscal year.
3. The administrative director amends or terminates funding agreement when necessary, if, in his judgment, there is a lack of funds, failure to comply with the applicable statutes, rules, orders, policies or approved plan or other reasonable circumstances.
4. Each participating court maintains and provides to the AOC reports, data and statistics required by AOC procedures, and is required to retain all financial records, applicable program records, and data related to each approved application for at least five years from the close of each funding period.
5. Court participants prepare and submit a final status report to the AOC no later than 45 days following the end of the project on a form provided by the AOC and in compliance with AOC procedures. The final status report is reviewed to determine success of the program.