

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of: )  
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DUTIES OF JUSTICE OF THE PEACE ) Administrative Order  
 ) No. 2005-21  
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Under the authority granted to the Supreme Court by the Arizona Constitution, Article VI, Section 3, the following duties of the justice of the peace are established:

IT IS ORDERED that in cooperation with the presiding judge of the county and the presiding justice of the peace, a justice of the peace shall exercise the following administrative management duties of the court:

1. Initiate the hiring of justice court personnel when a vacancy occurs and participate in the selection process in conformity with the applicable personnel policies.
2. Initiate disciplinary proceedings against justice court personnel and participate in the disciplinary process in conformity with the applicable personnel policies.
3. Maintain justice court records kept at the justice court facility in accordance with applicable policies, rules and law.
4. Cooperate with the Supreme Court with regard to its administrative supervision of the courts.
5. Work with justice court administration to prepare a budget for his or her justice court, or if there is no justice court administration, prepare a budget for that justice court in conformity with applicable budget policies and procedures.

IT IS FURTHER ORDERED if a justice of the peace is unable or unwilling to perform any of the above duties, the duty shall be performed by the presiding judge of the county or that judge's designee.

IT IS FURTHER ORDERED that where justice courts are located at a shared facility and the duties described above or respective personnel have been consolidated, the justices of the peace shall, among themselves, designate one justice of the peace to exercise the above duties. If the justices of the peace cannot agree on a designee, the presiding judge of the county shall determine who should perform these duties.

IT IS FURTHER ORDERED that the Chief Justice of the Supreme Court, for good cause, including a request of the Judicial Conduct Commission pursuant to Rule 31 of the Commission on Judicial Conduct, may temporarily suspend an individual justice of the peace from performing any of the above administrative duties.

IT IS FURTHER ORDERED that this Order shall become effective July 1, 2005.

Dated this 24th day of March, 2005.

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CHARLES E. JONES  
Chief Justice