

YAVAPAI COUNTY COURTS

ANNUAL STRATEGIC PLAN UPDATE

2025



**FEBRUARY
2025**

Prepared by
KATHY RYDER

This annual report update provides an overview of the progress made in implementing the Courts Strategic Plan over the year 2024. The strategic plan, which was developed to provide access to justice, uphold the law, and resolve legal matters in a fair and timely manner, outlines key objectives and initiatives aimed at ensuring the public's trust and confidence through an impartial, efficient, and responsive court system.

Strategic Goals Overview

- 1 ACCESS, PROGRAMS & SERVICES**
- 2 FAIR, TIMELY & EFFICIENT COURTS**
- 3 PUBLIC TRUST & CONFIDENCE**
- 4 EMPLOYEE ENGAGEMENT & SATISFACTION**
- 5 COURT INFRASTRUCTURE**

1. ACCESS, PROGRAMS & SERVICES



COURTHOUSE TOURS

Judge Phelan giving a talk to students

Some Survey Responses from Courthouse Tours:

“Friendly and Knowledgeable Court Volunteers”

“It was all very interesting!”

“I want to go back for sure.”

“The Judges and Staff were all gracious and accommodating”

Initiatives Implemented:

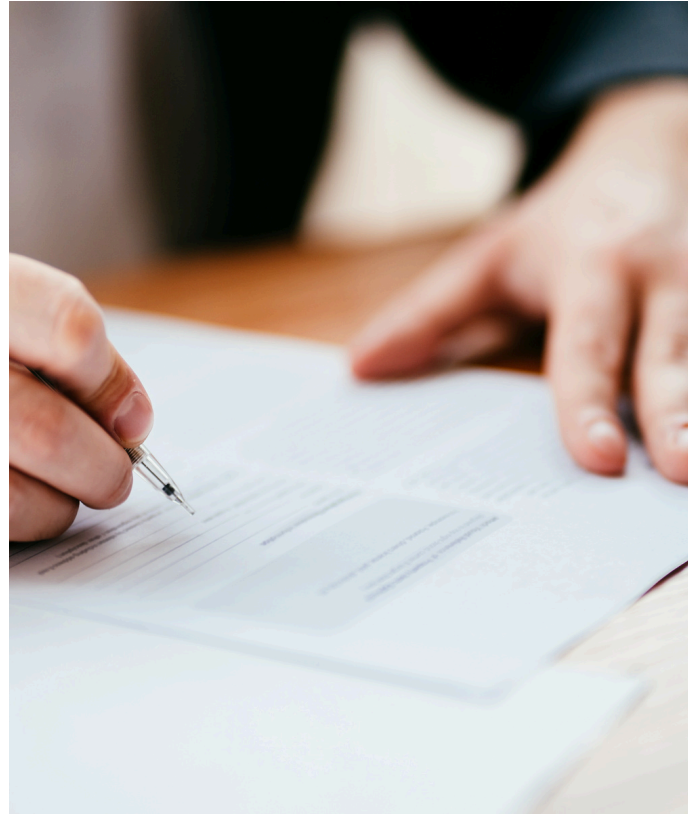
- Tours of courthouse and survey developed to provide feedback
- Citizen’s Academy in Prescott and Verde Valley
- Video Production Committee formed to create informative videos on court processes
- Digital Evidence Checklist created to assist Pro Per parties
- Guardianship referral process for stakeholders
- Expanded One Judge One School project to additional schools in Yavapai County. Prescott High School has made it part of their curriculum for freshman students
- Veterans Stand Down
- Local restaurant discount list provided to jurors for lunches



2. FAIR, TIMELY & EFFICIENT COURTS

Superior Court Forms Uploaded/Updated:

- Guardianship/Probate
 - Petition for Temporary Assignment of Guardianship/Conservator
 - Petition for Appointment of Guardianship of Adult
 - Request for Evaluation of Guardianship Service Packet
- Family Law (Updated)
 - Pre-Decree Order to Appear
 - Post-Decree Order to Appear
 - Affidavit of Financial Information
 - Education Orders



Limited Jurisdiction Court Forms Created:

- Eviction Forms
 - Complaint
 - Complaint by Tenant
 - Emergency Request to Landlord for Repairs of Maintenance
 - Eviction Answer
 - Motion to Compel Satisfaction
 - Notice for Return of Security Deposit
 - Notice of Early Lease Termination - Domestic Violence
 - Notice of Intent to Terminate Lease for Health and Safety Violation
 - Notice of Termination of Periodic Tenancy Request to Landlord for Repairs of Maintenance
 - Satisfaction of Judgment
 - Summons
 - Notice of Material and Irreparable Breach

Pending/In Process:

- Family Law:
 - Petition for Dissolution of Marriage with Children Packet
 - Petition for Dissolution of Marriage with/out Children Packet
 - Modification of Legal Decision Making Packet
 - Stopping Income Withholding Order Packet
 - Summary Consent Divorce Packets
- Probate/Guardianship
 - GC Packet to Transfer out-of-state guardianships into AZ
 - Partial draft started for a new packet transferring an AZ GC to a different state



3. PUBLIC TRUST & CONFIDENCE

Initiatives Implemented:

- Expanded One Judge One Court project to additional schools in Yavapai County
- Continue to use multiple methods and platforms for educating and sharing information about the courts
- Community presentations
- Press Releases
- Op Ed regarding the importance of jury duty
- Courts Food Drive
- Yavapai County Collective articles submitted regarding courthouse tours, court security honor guard, the history of the Prescott Courthouse, and One Judge One School program

40%

Increase Social Media
Engagement



4. EMPLOYEE ENGAGEMENT & SATISFACTION

Initiatives Implemented:

- Judge rotation and transition committee established
- Quarterly newsletter created to enhance communication, collaboration and educate employees.
- Survey completed to gauge overall employee satisfaction with working in the court system. HR is gathering and analyzing data
- Welcoming letters from Judges to all new employees
- Improved internal training for employees and management training for Judges being developed

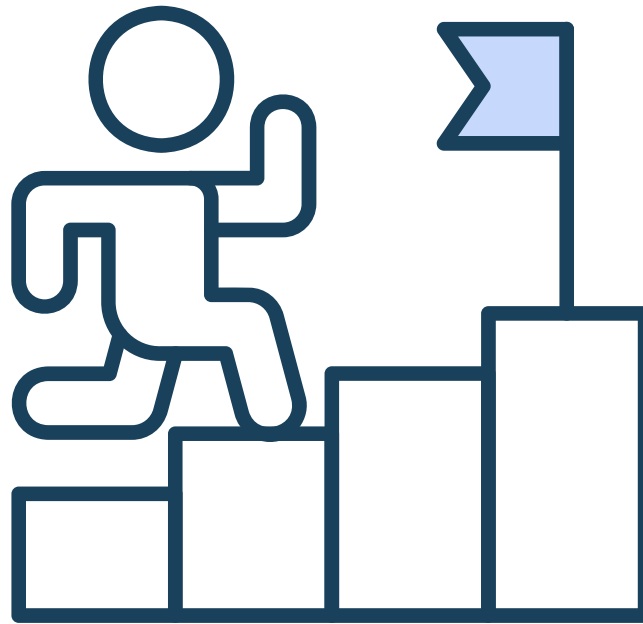


Some of the Many Submissions to the Newsletter

5. COURT INFRASTRUCTURE

- Initiatives Implemented
 - Revised the Continuity of Operations Plan to be user friendly
 - Emergency Response Guides specific to each division and training completed for each division
 - Emergency testing notification broadcast system completed
 - CPR training offered to employees
 - All security officers trained in active shooter drills, de-escalation, safety and weapon qualification certification.
 - Gated Judge security area for CJC
 - Criminal Justice Coordinating Council membership and bylaws approved
 - Criminal Justice Coordinating Council Steering Committee working on strategic plan development
 - Job description developed and posted for the Criminal Justice Coordinating Council Director
 - CJCC established 4 workgroups to begin in January 2025. Workgroups identified after a survey of members
 - i. Case Processing Workgroup
 - ii. Limited Jurisdiction Court Operations Workgroup
 - iii. Recidivism Reduction Workgroup
 - iv. Data and IT Workgroup
 - CJCC Juvenile Subcommittee established

CHALLENGES



WE ACHIEVED MANY SUCCESSES IN IMPLEMENTING INITIATIVES ALTHOUGH WE DO ACKNOWLEDGE WE FACED SOME CHALLENGES OVER THE PAST YEAR.

Our challenges involved judicial assignment transitions, and technology issues at the Criminal Justice Center. Through these challenges we learned valuable lessons and will apply the knowledge we gained through these lessons to improve and strengthen our commitment to providing an impartial, efficient and responsive court system.

STRATEGIC INITIATIVES FOR 2025

As we move into the next year, the following priorities have been identified:

- * VIDEO PRODUCTION, FOR INFORMATIVE AND INSTRUCTIONAL MATERIAL
- * CONSISTENT FORMS & PRACTICES
- * PROGRAMS AND SERVICES
- * EMPLOYEE ENGAGEMENT AND SATISFACTION/CUSTOMER SERVICE
- * TECHNOLOGY NEEDS AND ADVOCATING FOR FUNDING



CONCLUSION

CONTINUED PROGRESS

The progress made in the past year reflects our commitment to the strategic goals outlined in the Courts Strategic Plan. While challenges remain, we are optimistic about the path forward and remain dedicated to improving the court system for all stakeholders. We look forward to another year of progress and innovation.



THANK YOU

This report serves as a comprehensive update on our strategic initiatives and sets the stage for continued improvement in the coming year. Thank you for your ongoing support and commitment to justice.