

ARIZONA SUPERIOR COURT
IN AND FOR THE COUNTY OF PIMA

FILED
GARY L. HARRISON
CLERK, SUPERIOR COURT
25 MAR 14 PM 5:03

IN THE MATTER OF)
)
APPOINTMENT OF ADMINISTRATIVE)
JUDGE OR LIASON TO ASSIST IN)
ADMINISTRATION OF THE PIMA)
COUNTY CONSOLIDATED JUSTICE)
COURT)
_____)

S. MAY, DEPUTY CLERK

ADMINISTRATIVE ORDER
No. 2025-012 – Superior Court
No. 2025-004 - PCCJC

AO 2024-220 grants the authority to the Presiding Judge of the Pima County Superior Court to appoint an Administrative Judge or Liaison who shall serve as liaison between the Presiding Judge and the Justices of the Peace of the Pima County Justice Consolidated Justice Court (PCCJC) to assist in the Administration of the PCJCC.

IT IS THEREFORE ORDERED that the duties of the Administrative Judge or Liaison shall include but are not limited to:

1. Assisting the Presiding Judge of the Pima County Superior Court in carrying out the duties prescribed in Supreme Court AO 2017-70 and AO 2024-220 as has to do with the Administrative Supervision of the PCCJC.
2. Meet on a regular basis with the Justices of the Peace and Administrative staff of the PCCJC.
3. Meet when necessary with Administrative Office of the Courts (AOC) staff on projects and issues that affect the PCCJC.
4. Meet when necessary with AOC and Pima County Information Technology on projects and issues that affect the PCCJC.
5. Assist the Justices of the Peace of the PCCJC in coordination with the other limited jurisdiction court judges of the county to establish a schedule of civil traffic violations, listing a specific deposit for each violation,
6. Assist the Presiding Judge in establishing court security policies and procedures to provide a safe work environment for judicial employees, litigants and users of the court.
7. Assist the Presiding Judge in the administration of the judicial and internal administrative functions of the PCCJC including but not limited to:
 - a. Determining judicial assignments for each judge where appropriate,
 - b. Being responsible for the coordination of judges and judicial and nonjudicial staff in matters directly affecting the operation of the court; and


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- c. Delegating duties and responsibilities to judges, judicial and nonjudicial personnel, where appropriate,

IT IS FURTHER ORDERED appointing **Judge Jerry G. Landau** as the Administrative Judge of the PCCJC.

DATED this 14th day of March 2025.



Danelle B. Liwski, Presiding Judge

cc: Court Administrator, Superior Court
Presiding Judge, Justice Court
Deputy Court Administrator, Justice Court