ARIZONA COURT WATCH COLLABORATIVE

Arizona Coalition Against Domestic Violence - Avon Program for Women and Justice at the O'Connor House - Halle Center for Family Justice at the ASU School of Law - Phoenix School of Law

One form per court proceeding observed – PLEASE PRINT

Instructions

Maricopa County Superior Court locations

Central Court Building 201 W. Jefferson Phoenix, Arizona 85003
West Court Building 111 S. Third Ave. Phoenix, Arizona 85003
East Court Building 101 W. Jefferson Phoenix, Arizona 85003
Old Courthouse 125 W. Washington Phoenix, Arizona 85003
Northwest Regional Court Center 14264 West Tierra Buena Lane, Surprise, Arizona 85374
Northeast Regional Court Center 18380 N. 40th Street Phoenix, Arizona 85032
Southeast Regional Court Center 222 E. Javelina Avenue Mesa, Arizona 85210

Juvenile Court Centers

Durango Facility 3131 W. Durango Phoenix, Arizona 85009
Southeast Facility 1810 S. Lewis Mesa, Arizona 85210

Municipal (City Courts)

Glendale Municipal Court, 5711 W. Glendale Ave., Glendale, Arizona 85301 (web site info on Ops)
Phoenix Municipal Court 300 West Washington Phoenix, Arizona 85003
Mesa Municipal Court 250 East 1st Avenue Mesa, Arizona 85210
Scottsdale Municipal Court 3700 N. 75th Street Scottsdale, Arizona 85251

Justice Courts

Agua Fria (Tolleson) 9550 W. Van Buren, #6 Tolleson, Arizona 85353
Arcadia Biltmore (East Phoenix #2) 620 West Jackson Street Phoenix, Arizona 85003
Arrowhead (Peoria) 14264 W. Tierra Buena Lane Surprise, Arizona 85374
Desert Ridge 18380 N. 40th Street Suite #130 Phoenix, Arizona 85032
Downtown (East Phoenix #1) 620 West Jackson Street Phoenix, Arizona 85003
Dreamy Draw (Northeast Phoenix) 18380 N. 40th Street Phoenix, Arizona 85032
East Mesa 4811 E. Julep, Suite 128 Mesa, Arizona 85205
Encanto (Central Phoenix) 620 West Jackson Street Phoenix, Arizona 85003
Estrella Mountain (Buckeye Precinct) 21749 W. Yuma Rd., Suite B101 Buckeye, Arizona 85326
Hassayampa (Wickenburg) 14264 W. Tierra Buena Lane Surprise, Arizona 85374
Highland Regional 55 E. Civic Center Drive Suite #55 Gilbert, Arizona 85296
Ironwood (Gila Bend) 209 E. Pima Street Gila Bend, Arizona 85337
Kyrene (West Tempe) 201 E. Chicago Street, Suite #104 Chandler, Arizona 85225
Manistee (Glendale) 14264 W. Tierra Buena Lane Surprise, Arizona 85374
Maryvale 4622 W. Indian School Road, Suite D10 Phoenix, Arizona 85031
McDowell Mountain (Scottsdale) 18380 N. 40th Street Phoenix, Arizona 85032
Moon Valley (Northwest Phoenix) 18380 N. 40th Street Phoenix, Arizona 85032
North Mesa 1837 South Mesa Drive, Suite B103 Mesa, Arizona 85210
North Valley 14264 W. Tierra Buena Lane Surprise, Arizona 85374
San Marcos (Chandler) 201 E. Chicago Street, Suite #103 Chandler, Arizona 85225
San Tan (South Mesa/Gilbert) 201 E. Chicago Street, Suite #102 Chandler, Arizona 85225
South Mountain (South Phoenix) 620 West Jackson Street Phoenix, Arizona 85003
University Lakes (East Tempe) 201 E. Chicago Street, Suite #101 Chandler, Arizona 85225
West McDowell 620 West Jackson Street Phoenix, Arizona 85003.
West Mesa 2050 W. University Drive Mesa, Arizona 85201

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Courtroom Protocol

Courtrooms are almost always open to the public, so you can simply walk in and sit in the audience section of the courtroom. You will need to pass through a security system before entering any of the courthouses. Please do not bring large backpacks to the court, or carry any items you do not want confiscated. Please remember that you represent the Arizona Court Watch Collaborative when you attend the hearings. ***Dress in business attire***. Do not wear jeans or flip-flops.

1. Do not comment about the cases. If asked, respond that you a Volunteer with the Arizona Court Watch Collaborative and you are just observing.
2. DO NOT discuss the case in any capacity while at the Courthouse.
3. Always check the court calendar for changes.
4. Do not initiate conversations with jury members; try to avoid contact with the jury; note any interactions and what transpires.
5. Do not bring distracting items like newspapers, gum, hats, magazines, etc. **Turn off or silence cell phones when observing in court.**
6. Be on time for appearances, leaving only during breaks so as not to be disruptive. If the courtroom is full, please give up seats for family members involved in the case. NEVER interrupt proceedings.
7. You may introduce yourself to the clerk as a Court Watch Volunteer if you have questions or need clarification about facts in the case you are observing. You do not have to give your name. Please do this only during a break or before or after the court is in session. Please respect the courtroom staff at all times.
8. Be courteous. Do not make any noises, comments, or facial expressions in response to observations in court. Be sure to maintain composure. If for some reason particular aspects of a case become too intense, leave quietly and note the issue on your form.
9. Be as unobtrusive as possible in appearance and behavior. Do not speak while court is in session.
10. Do not initiate contact with any party.
11. Be sure to remain objective, discreet, unbiased, and sensitive to those involved in the cases as you observe in court.
12. Maintain confidentiality if you receive information about a case outside of the public hearing.
13. Refrain from deciding guilt or innocence or making any judgments about the parties.
14. Please keep your *Courtwatch Form(s)* with you at all times; do not misplace the document(s).
15. Do not argue if denied entrance into courtroom; leave and then submit a written report stating the facts.
16. Attempt to record as much information as possible while observing cases. Note any special problems or anything that seems out of the ordinary; when in doubt, write it down. If you feel particular facts of a case demand immediate attention, make thorough notes. When observing cases that involve children and parenting plans, note all details and relevant information.
17. All court monitoring forms should be completed manually and returned to _____.
18. Do not tape record or photograph proceedings. **Use a blue or black pen to write on the form.**
19. Direct any questions or concerns to: _____

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Court Observer's Name: _____ Your arrival time: _____

PLEASE PRINT OR MARK WITH "x"

Date: _____ Court: [ ] Superior [ ] Municipal [ ] Justice Location:_____

Division of the Court: [ ] Civil-Family [ ] Criminal [ ] Order of Protection [ ] Other: _____

Judge (Full Name): _____ Courtroom No. & Location _____

Case Number: _____ **Case Name**: _____

Was the Plaintiff/Petitioner represented by an attorney? [ ] Yes [ ] No
Was the Defendant/Respondent represented by an attorney? [ ] Yes [ ] No

EFFICIENCY OF COURT:

Scheduled Start Time _____ Actual Start Time _____ End Time_____
Hearing Delayed: [ ] Yes [ ] No *Reason*: [ ] Plaintiff-Victim failed to appear [ ] Respondent failed to appear
[ ] Court Delay [ ] Waiting for witness [ ] Other _____

DEMOGRAPHIC INFORMATION:

Relationship of the parties: [ ] Husband and Wife [ ] Unmarried couple [ ] Other relationship_____
Ethnicity of Plaintiff/Petitioner: [ ] Asian [ ] Black/African American [ ] Hispanic/Mexican/Latino [ ] White-Caucasian [ ] Other, please specify if you know _____
Ethnicity of Respondent/Defendant: [ ] Asian [ ] Black/African American [ ] Hispanic/Mexican/Latino [ ] White-Caucasian [ ] Other, please specify if you know _____
Interpreter Required for Plaintiff/Petitioner [ ] Needed but not available [ ] Needed and made available
Language: _____
Interpreter Required for Defendant/Respondent [ ] Needed but not available [ ] Needed and made available
Language: _____
Children common to the parties: [ ] Yes [ ] No Number of children _____ Ages: _____

[ ] CRIMINAL COURT HEARING

Type of hearing: [ ] Trial [ ] Evidentiary Hearing [ ] Motion Hearing [ ] Other: _____

Charges Pending	Felony	Misdemeanor	Class

Is Defendant in Custody [ ] Yes [ ] No Length of time in custody: _____
Release Conditions: [ ] Own Recognizance [ ] Bond/Bail Amount: $_____ [ ] House Arrest
[ ] Pre-trial Services [ ] Drug Testing [ ] No Contact with Victim ***Next Appearance Date***: _____
Weapon Involved: [ ] Yes[ ] No [ ] Unknown **Weapon Confiscated** [ ] Yes [ ] No [ ] Unknown
Law Enforcement Presence in the Courtroom: [ ] Yes [ ] No Which Agency: _____
Drugs/Alcohol Involved: [ ] Yes [ ] No **Was there physical injury**? [ ] Yes [ ] No **To Whom:**
[ ] Victim/Wife/Girlfriend/Significant Other [ ] Victim/Husband/Boyfriend/Significant Other
Children [ ] Yes [ ] No Other Persons: _____

[ ] DOMESTIC VIOLENCE & FAMILY COURT HEARINGS

Type of Hearing: [ ] *Ex parte* Application for Order of Protection [ ] Evidentiary hearing [ ] Dissolution
[ ] Custody [ ] Paternity [ ] Child Support Establishment or Enforcement [ ] Other: _____
Were there allegations regarding weapons? [ ] Yes [ ] No **If yes, did the Judge enter a *Brady* Order for the guns to be removed from the home or Respondent/Defendant's possession** [ ] Yes [ ] No
What crime did the Judge recite as having been committed based on the facts presented? _____
_____

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Was there an allegation that any children of the parties had been harmed? [ ] Yes [ ] No [ ] N/A _____
If yes, did the Judge include the children as protected parties on the Order? If no, what reason did the judge give for not including the children:
_____

Did the Court prohibit the Respondent/Defendant from going near: [ ] a place of residence [ ] a place of employment [ ] children's daycare [ ] children's school [ ] other: _____
Was there any other matter pending regarding the parties: [ ] dissolution [ ] legal separation [ ] paternity/custody [ ] child support [ ] CPS investigation [ ] Criminal [ ] Other: _____
Was there a deputy or police officer in the courtroom for protection or safety? [ ] Yes [ ] No
Did the judge ask the victim if s/he needed an escort out of the court building [ ] Yes [ ] No
How did the judge treat the attorneys and staff? _____
Did Judge consider Domestic Violence/Family Violence, Abuse or *fear* of imminent physical harm in assessing the situation? What questions were asked?_____
_____
What orders or relief were issued? _____
_____
Did the Judge consider the parties' criminal histories? [ ]Yes [ ] No If so, which party? _____
Were parties asked to verbally disclose his/her address, SSN, or other private information? [ ]Yes [ ]No
Was the Petitioner living in a protected location? [ ] Yes [ ] No
Did Judge listen attentively to Parties? [ ]Yes [ ]No Explain _____
_____
Did Judge inform Parties about criminal process? [ ] Yes [ ] No_____
Did the Judge advise Parties about safety planning? [ ] Yes [ ] No_____
Did Judge explain the process to the parties? [ ] Yes [ ] No Comment on the judge's explanation:
_____
Outcome of the hearing? [ ] PO affirmed not modified [ ] PO affirmed and modified [ ] PO dismissed
[ ] Under advisement [ ] Children removed from PO [ ] Other _____
Did the Judge allow Respondent/Defendant to speak directly to Petitioner? [ ] Yes [ ] No [ ] N/A
Did the Respondent/Defendant speak to the Petitioner or use intimidating body language during hearing
[ ] Yes [ ] No Explain:_____
If Respondent/Defendant has an attorney, did he/she cross-examine the Petitioner? [ ] Yes [ ] No [ ] N/A
Did Judge inform Respondent/Defendant of criminal penalties for violation of orders? [ ] Yes [ ] No [ ] N/A
Please describe Judge's demeanor toward Petitioner: [ ] Good-natured [ ] Professional [ ] Firm
[ ]Condescending _____
Please describe Judge's demeanor toward Respondent/Defendant: [ ] Good-natured [ ] Professional [ ] Firm
[ ]Condescending _____------_____
Did the Judge allow testimony to be given without parties being sworn in? [ ] Yes [ ] No
Details: _____
Did the Judge keep order in the courtroom? [ ] Yes [ ] No Explain:_____
Custody Orders: [ ] Temporary [ ] Final Custody Designation: [ ] Sole [ ] Petitioner [ ] Respondent
[ ] Joint Custody [ ] Petitioner primary residential [ ] Respondent primary residential [ ] Child support [ ] N/A
What were the terms of the parental access for the non-custodial parent? _____
Did Judge order parties into mediation or a parenting conference? [ ] Yes [ ] No [ ] N/A
Did either party request mediation, settlement conference, or parenting conference/evaluation? [ ] Yes [ ] No
[ ] N/A Details: _____
Did Judge order child support? [ ] Y [ ] N If requested, did Judge vacate order? [ ] Yes [ ] No [ ] N/A
If Petitioner asks that access be restricted, did the court granted restricted access? [ ] Yes [ ] No
Did the Petitioner seek compensation/victim restitution for personal injury or property damage [ ] Yes [ ]
No Amount_____ Details: _____
Other Comments about the case: _____
_____
_____
_____