

# Court Liaison Duties and Responsibilities

## Case Review and Processing Responsibilities

The court liaison is responsible for conducting a thorough review of Flex cases to ensure that all necessary documents, specific to each offense, are included before submission to the Justice Court Bureau, the Maricopa County Attorney's Office, and the Juvenile Court Center. An applied understanding of both civil and criminal law is encouraged when processing and compiling reports for County Attorney review. This process may involve constructively returning cases to Troopers and Sergeants for correction when needed. The court liaison must ensure the timely filing of all cases, with particular attention to those involving individuals in custody.

## Correspondence and Case Management

The court liaison handles email requests from the County Attorney's Office, Troopers, Sergeants, and Justice Courts. These requests may pertain to providing additional records, hearing notices, criminal complaints, motions or dismissals, evidence requests, and obtaining certified records from legal entities both within and outside the state. The court liaison is also responsible for updating Flex with disposition and furtherance letters and returning cases to Troopers and Sergeants for completion.

## Subpoena and System Administration

The court liaison must send notices of subpoenas to Troopers and Sergeants from Maricopa County.

## Technical Skills and Tools

Proficiency in Microsoft Word, Excel, Adobe Pro, Teams, Tracs, and JWI is required for the effective performance of court liaison duties.

## Additional Duties

Other responsibilities include creating documents related to changes in processes or procedures, whether internally, for Justice Courts, or from the County Attorney's Office. The court liaison assists with inventory control of munitions and supports the Bureau office with any other tasks as requested.