

IN THE CITY COURT OF SCOTTSDALE
Maricopa County, State of Arizona

In the Matter of:	)	
	)	COURT ORDER
CITATION AMENDMENTS AND	)	NO. 2025-04
CLERICAL CORRECTIONS	)	(Replacing Court Order No.
	)	2015-01)
_____	)	

To facilitate just and expeditious processing of cases filed with the court,

Pursuant to Rule 13.5, Arizona Rules of Criminal Procedure (ARCrP), the prosecutor may amend a criminal complaint/charging document by filing a motion with the court in accordance with Rule 16, ARCrP.

Pursuant to Rule 9, Rules of Court Procedure in Civil Traffic, Boating, Marijuana, Parking and Standing Violations (ACvTrP), the prosecutor may amend a civil traffic case by filing a motion. A court may amend a civil traffic complaint prior to judgment if no additional or different violation is charged and if substantial rights of the defendant are not prejudiced.

Prior to the arraignment, law enforcement may file a Notice of Clerical Correction with respect to the items listed on the Notice of Clerical Correction form.

The Court may, on its own motion, correct obvious arraignment date errors for cases filed in the months of November, December and January. “Obvious” errors include using the current year for setting the following January or the next year for settings in November or December of the current year. This grace period is intended to address common errors around new year dates.

WHEREAS, the City Prosecutor, hereafter referred to as the *State*, has filed a standing motion in regard to citation amendments and clerical corrections with this court in accordance with Rule 16, ARCrP.

IT IS ORDERED that clerical changes to the citation included in the “State’s Standing Motion with the Court to Amend Clerical Errors” (See Attachment A) can be requested prior to the criminal or civil arraignment date by using the “Notice of Clerical Correction – Section 2” (See Attachment B). The notice of clerical correction form may be completed by law enforcement and a copy sent to the court, defendant, and the Prosecutor.

IT IS FURTHER ORDERED that court staff will change the citation in the court’s case management system to reflect the information listed on the Notice of Clerical Correction Form – Section 2. If there are any questions regarding the clarity, authenticity,

or legibility of Section 2, court staff must bring it to the attention of their supervisor for further direction. For any citation amendment not covered by the Notice of Clerical Correction – Section 2, the Prosecutors must file a motion to amend.

IT IS FURTHER ORDERED that court staff, in the absence of receiving a motion filed by the Prosecutor or Notice of Clerical Correction – Section 2, to amend the arraignment year upon determination that the police officer cited the incorrect calendar year. The court will amend the arraignment year for cases filed in November, December or January with an obvious error in the arraignment date. The court will correct the arraignment date and send notices to the Prosecutor and Defendant.

Dated this 15th day of May 2025

/s/

MARIANNE T. BAYARDI
Presiding Judge

1 CARON CLOSE
SCOTTSDALE CITY PROSECUTOR

2
3 CARON CLOSE
City Prosecutor
4 Bar ID #013793
3700 N. 75th Street
5 Scottsdale, Arizona 85251
Telephone: (480) 312-2710
6 Facsimile: (480) 312-7795

7 IN THE SCOTTSDALE CITY COURT
8 MARICOPA COUNTY, STATE OF ARIZONA

9 THE STATE OF ARIZONA,

10 Plaintiff,

11 vs.

12 NAMED DEFENDANT

13 Defendant.
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)
)
) STANDING MOTION WITH THE COURT TO
) AMEND CLERICAL ERRORS

) (Before the Honorable JUDGE OLCAVAGE)

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16 The State of Arizona, by and through undersigned counsel, hereby moves to amend future
17 citations filed in this Court by the Scottsdale Police Department or other agencies authorized to file
18 citations in this Court with regard to clerical errors made and identified by the Police Department prior
19 to the date of arraignment. This motion is file in conjunction with the Scottsdale Police Department's
20 Notice of Clerical Error, section 2, for use by the Scottsdale Police Department in order to notify the
21 Court and the parties of clerical errors in the citation filed with the Court.
22

23 The clerical errors included and intended to be covered by this standing motion are:

24 Vehicle Information:

Defendant's Name (spelling):

25 Location of Violation:

Defendant's DOB/ SSN:

26 Date and/or Time of Violation:

Driver's License Number/ State:

27 Updated Police DR Number:

Defendant's Physical Description:

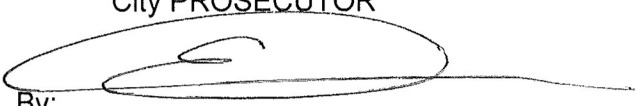
28 Defendant's Address:

29 Date and/or Time of Arraignment:
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1 The State hereby moves this Court to make the applicable amendments listed above when the
2 Scottsdale Police Department's Notice of Clerical Error, section 2, is filed in a timely manner. This
3 standing motion is intended to remain in force until such time as it is withdrawn by the City Prosecutor's
4 Office.
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8 RESPECTFULLY SUBMITTED this 18 day of December, 2014.
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10 CARON CLOSE
11 City PROSECUTOR

12 By: 

13 CARON CLOSE
14 City Prosecutor
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**SCOTTSDALE POLICE DEPARTMENT
COUNTY OF MARICOPA, STATE OF ARIZONA
NOTICE OF CLERICAL CORRECTION**

Section 1: Complete all information in Section 1.

If Criminal Case, check box

State of Arizona Vs.

Defendant Name:

Officer Name and Badge:

Address:

Arraignment Date:

City, State & ZIP:

Citation Number:

Police DR Number:

Section 2: Use Section 2 for only those items listed in this section requiring corrections.

Vehicle Information: (80 character limit)

Defendant's Name (misspelling only):

Location Of Violation:

Defendant's DOB/SSN:

Date/Time Of Violation:

Driver's License Number/State:

Updated Police DR Number:

Defendant's Physical Description:

Defendant's Address/ZIP:

Date/Time of Arraignment:

**Section 3: Requests for Prosecutor: Please use this section for any other items not specified in Section 2 above.
Please describe in detail in the space provided below.**

Other corrections needed:

Describe what is incorrect on citation: What would be correct:

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Additional Instructions:

- z Officers must **COMPLETE AND SUBMIT** this form no later than two business days after the arraignment (clicking SUBMIT below will submit the form).
- z A copy of this correction form will be sent to the Officer's email, Public Defender's email, and the Prosecutor. **IF THERE IS INFORMATION THAT COULD BE USED TO EXONERATE THE DEFENDANT, THE OFFICER MUST PROVIDE THAT COPY** to the Defendant within one business day of the date this form is submitted.

The officer must **PRINT AND MAIL** this form to the Public Defender's Office.