



TO: The Honorable Mayor and City Council

THRU: Dallin Kimble, City Manager

FROM: Joseph Young, City Attorney

Date: October 30, 2025

Subject: Justification for City Court Docket Fee

The City of Prescott, through the City Attorney's Office will be requesting City Council approval of a new City Court Docket Fee at the January 13, 2026 Council meeting. If approved, this new fee would be effective February 13, 2026. There is not currently a docket fee within the City Court. The addition of this fee is needed to help offset the costs associated with the issuance, processing, recording, and prosecution of civil cases within the City Court.

Proposed City Court Docket Fee: \$45.00 for each civil case filed

Providing prompt and efficient data entry for all cases is critical to the efficiency of the judicial system, defendants, and the victims of crimes. The increased criminal caseload as well the influx of civil parking and traffic citations presents a need for more resources within the City Court.

To that end, the City Attorney's Office is requesting approval of a City Court Docket Fee of \$45.00 per civil case filed. This would be a fee added to the court costs, fines, and surcharges assessed to a defendant upon the court's finding of responsibility. This fee would be used to supplement current budgets and provide the flexibility necessary to obtain additional resources as needed.

The current civil traffic/parking caseload is averaging about 5,500 cases per year within the City Court. Civil traffic and parking citations can be resolved either through the defendant paying the fine or contesting the ticket through a hearing with a judge. These hearings, while not following the exact same rules of procedure as a criminal trial, still have many of the identical evidentiary markings and requirements. A defendant must be found responsible by a preponderance of the evidence before the court issues a civil sanction. In these cases, typically an officer, park officer, or park ranger will represent the State at the hearing.

This hearing may take anywhere from fifteen to forty-five minutes depending on the case, defendant, and evidence presented. Additionally, given the caseload, these cases are often set aside for one or two mornings each month. This takes multiple officers and staff away from their responsibilities for an extended period of time in order to enforce civil traffic and city code violations. Until now, each department has endured the cost burden associated with these hearings.



As we continue to see a rise in parking and civil traffic enforcement, the resources used must grow as well. A simple docket fee assessed to each civil case will help supplement the budget of the court in order to acquire and maintain the resources necessary to effectively and efficiently handle the growing caseload. As a result, the monies generated from this fee would help facilitate the efficient and accurate disposition of civil cases within the City Court.