

PROCESS SERVERS QUARTERLY MEETING MINUTES

Day & Date:	Tuesday, October 14, 2014	Location:	Downtown Justice Center 620 West Jackson, 2 nd Floor, Rooms 1 & 2
Time:	12:00p – 1:00 pm	Minutes:	Kristin Venable

PURPOSE OF MEETING

Community Awareness; Process Servers, Court and Clerk's Office Information and Exchange Meeting

OPEN TO THE PUBLIC

Names

Clerk of the Superior Court	Justice Court
Superior Court	Process Servers
AOC	Judicial Officers

	Topic	Presenter
1.	Welcoming Remarks	Michael K. Jeanes, Clerk of the Superior Court
2.	eAccess Update AMCAD is no longer in the case management business and has filed for bankruptcy. They will likely sell off their eAccess and eFiling software but until a purchaser has been identified; the project will remain on hold.	Michael K. Jeanes, Clerk of the Superior Court
3.	Acceptable Forms of Payment The intent of the Clerk's Office has been to move away from the acceptance of checks for payment. In January, the Clerk's Office quit accepting personal checks and was planning on doing the same with business checks at some point in the future. The Clerk's Office is no longer pursuing that plan and will continue to accept checks from Law Firms, Process Servers and Attorneys for payment of fees.	Michael K. Jeanes, Clerk of the Superior Court
4.	New Process Server Application The AOC recently changed the application for both new and renewal applicants. The new applications can be found on the Process Servers page of the Clerk's website.	Sharlette Wright, Process Server Coordinator, Clerk of the Superior Court

PROCESS SERVERS QUARTERLY MEETING MINUTES

	<p>Notable changes to the renewal application include the following:</p> <ul style="list-style-type: none"> • Proof of citizenship is no longer required. Applicants will sign and attest that all information is true and correct. • Applicants are now required to provide information pertaining to any civil proceedings they were involved in. This includes things such as divorce and bankruptcy proceedings. 	
5.	<p>Affidavits of Service</p> <p>Beginning October 20, 2014, the following Civil and TX documents may be electronically filed in AZTurboCourt by parties, their attorneys and process servers who are registered:</p> <ul style="list-style-type: none"> • Affidavit of Alternate Method of Service • Affidavit of Service by Certified/Registered Mail • Summons (Served) • Acceptance of Service • Affidavit/Certificate/Return of Service • Affidavit of Attempted Service • Affidavit of Service by Publication • Waiver of Service <p>There is no charge to register with AZTurboCourt.</p>	Nancy Rodriguez, Deputy Director Clerk of the Superior Court
6.	<p>Tax eFiling</p> <p>AZTurboCourt is now accepting eFiling of subsequent documents in TX cases. This option became available on October 13th and will become mandatory on November 3rd. Initial filings will still need to be done on paper with the Clerk's Office.</p>	Nancy Rodriguez, Deputy Director Clerk of the Superior Court
7.	<p>Continuing Lien Packets</p> <p>Attorneys no longer have to compile paper copies of Continuing Lien Packets for Judges. This change became effective in September. Meetings with representatives of the ACBA continue in an effort to further automate processing.</p>	Nancy Rodriguez, Deputy Director Clerk of the Superior Court

PROCESS SERVERS QUARTERLY MEETING MINUTES

8.	<p>Conciliation Petitions</p> <p>Conciliation Petitions will be given case numbers and filed with no charge, at the filing counter, even without a Petition for Dissolution of Marriage. If one is filed later, it will be filed under the same case number as the Conciliation Petition.</p>	<p>Nancy Rodriguez, Deputy Director Clerk of the Superior Court</p>
9.	<p>Justice Court Updates</p> <p>At the last meeting, an issue was discussed regarding Process Servers being asked to pay for copies of documents that they should have already received but didn't. If anyone still has issues with this, they are asked to contact Jeff so he can address it. A possible solution would be the use of a simple form that would be used to request extra copies.</p> <p>Jeff is working towards a goal of consistency throughout the Justice Courts and has several projects currently on the table. These include:</p> <ul style="list-style-type: none"> • The implementation of Civil EDMS • Making copies of some things available online • Working with the AOC on AZTurboCourt 	<p>Jeff Fine, Justice Court Administrator</p>
10.	<p>Other Business, Questions and Comments</p> <p>eFiling</p> <p>The eFiling system now accepts .docx formats. Previously, documents had to be saved in .doc format before they could be eFiled.</p> <p>Child Support Guidelines</p> <p>The AOC has completed a mandatory review of Child Support Guidelines and will be issuing changes for 2015.</p>	<p>Michael K. Jeanes, Clerk of the Superior Court</p>

FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL
THE COSC PROCESS SERVER MAILBOX AT:
PROCESSSERVERCORRESPONDENCE@MAIL.MARICOPA.GOV

NEXT QUARTERLY MEETING – TUESDAY, JANUARY 13, 2015 AT 12:00 PM

Downtown Justice Center - 620 West Jackson, 2nd Floor Training Room 2083

PROCESS SERVERS QUARTERLY MEETING MINUTES

PROCESS SERVERS COURT AND CLERK'S OFFICE INFORMATION AND EXCHANGE MEETINGS

SCHEDULE OF MEETINGS FOR CALENDAR YEAR 2015

These meetings are scheduled a year in advance;

JANUARY 13th, 2015 **TUESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
JUSTICE COURT– TRAINING ROOM

APRIL 14th, 2015 **TUESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
JUSTICE COURT – TRAINING ROOM

JULY 14th, 2015 **TUESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
JUSTICE COURT – TRAINING ROOM

OCTOBER 13th, 2015 **TUESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
JUSTICE COURT – TRAINING ROOM

A meeting notice and confirmation of the meeting date will be posted to the Clerk's Web Site approximately one week prior to the scheduled date.

- The agendas and minutes of these meeting are also available
- Please check the Clerk's Web Site and click on Process Servers link

http://www.clerkofcourt.maricopa.gov/process_svr.asp

**FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL
THE COSC PROCESS SERVER MAILBOX AT:
PROCESSSERVERCORRESPONDENCE@MAIL.MARICOPA.GOV**