

PROCESS SERVERS QUARTERLY MEETING MINUTES

Day & Date:	Tuesday, October 9, 2012	Location:	Downtown Justice Center 620 West Jackson, 2 nd Floor, #2083
Time:	12:00p – 1:00 pm	Facilitator:	Michael K. Jeanes

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.	<p>eFiling and ECR Updates</p> <p>Supreme Court signed contract with a new vendor, Amcad, which will begin June 1, 2013. AZ Turbo Court will run through May 31, 2013, but there will be no money to update or enhance the product. The Supreme Court will send out notification of the impending changes to allow users to register with this program and to provide a seamless transition for eFiling. Juvenile ECR began on October 1, 2012, with Guardianship. This will be an ongoing process over the next year, and it will take place in phases. Currently Phase I is underway. Finally, mention about internal change that should create interest in efile, and that is the Foundation Project. It will have definite benefits for the judicial officers and should facilitate viewing and retrieval of electronic images.</p>	Michael K. Jeanes, Clerk of the Superior Court
3.	<p>Budget Status Update</p> <p>County reports finances to be stable. No service interruptions anticipated within the Clerk's Office. Decreasing property tax revenue seems to have the biggest impact on the budget.</p>	Michael K. Jeanes, Clerk of the Superior Court
4.	<p>CCB Remodel Update</p> <p>Phase I should be complete by the end of the calendar year. Anticipate training and move to new</p>	Michael K. Jeanes, Clerk of the Superior Court

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	<p>filing counter by the December holidays. Should not impact business. PB filing counter will be open at CCB, limiting travel to OCH. Qmatic will be installed, which should ease the filing process, since those filing multiple case types can now be assisted by staff who have been cross-trained. This should speed up the filing process. Comments are highly encouraged regarding the new process. It will enable the office to look at making changes so the process works for everyone. Phase II should be complete by the end of May, 2013.</p>	
5.	<p>ACJA Update Although the survey regarding rule 7-204 has closed, it is still possible to leave feedback or voice concerns. Supreme Court website has listing of Judicial Council meetings, and this issue should be on the December agenda. Can also fill out comment cards. Mark Wilson is Director of the Licensing and Certificaton Division with the AOC, replacing Nancy Swetnam.</p>	<p>Michael Jeanes, Clerk of the Superior Court</p>
6.	<p>Discussion regarding Local Rule 2.8 Because the Clerk's Office scans all pleadings and filings, items that are filed which do not conform with 8.5" x 11" will be held and retained for only 2-3 months. After this time, it will be disposed, along with paper documents. A form will be filled out and placed in the file, in order to have record of such action in the file. Items such as CDs, cassettes, etc., should be brought to the hearing and presented as Exhibits rather than over the counter.</p>	<p>Correnia Snyder, Court Operations Mgr, Clerk of the Superior Court</p>
7.	<p>Justice Court Information January 2, 2013, 26th court (Country Meadows) will open at 1 W Madison. Also Estrella JC will be known as White Tank. All forms will reflect the changes beginning January 2nd. The Justice Courts have decided to walk away from AZ Turbo Court. The process was not working the way it had been expected. It will still be possible to efile through Turbo Court until the 31st of May, 2013. A reminder that the courts will be closed the day after Thanksgiving, November 23rd. Documents can still be efiled and dropped off at the after hour bins.</p>	<p>Marty Vance</p>

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8.	Other Business, Questions and Comments Questions regarding how to consider legal/non-legal holidays when dealing with time deadlines will be considered by each judicial office on a per case basis. Because the contract for Turbo Court is expiring, Pima County will have efilng option available until May 31 st .	
FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL THE COSC PROCESS SERVER MAILBOX AT : SERVERP@COSC.MARICOPA.GOV		
NEXT QUARTERLY MEETING – TUESDAY, JANUARY 8, 2013		
Downtown Justice Center - 620 West Jackson, 2 nd 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 2013

These meetings are scheduled a year in advance and are subject to change; please check the web site prior to the designated meeting;

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

JANUARY 8th, 2013

TUESDAY

12:00 – 1:00 PM

**DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
CTS– TRAINING ROOM**

APRIL 9th, 2013

TUESDAY

12:00 – 1:00 PM

**DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
CTS– TRAINING ROOM**

JULY 9th, 2013

TUESDAY

12:00 – 1:00 PM

**DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
CTS– TRAINING ROOM**

OCTOBER 8th, 2013

TUESDAY

12:00 – 1:00 PM

**DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
CTS– 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