

PROCESS SERVERS QUARTERLY MEETING MINUTES

Day & Date:	Wednesday, Jan 26 th , 2011	Location:	Downtown Justice Center 620 West Jackson, #2083
Time:	12:00p – 1:00 pm	Minutes:	Ayat Sweid

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

<p>1. Welcoming Remarks</p>	<p>Michael K. Jeanes, Clerk of the Superior Court</p>
<p>2. eFiling and ECR Updates</p> <p>The Supreme Court issued an Administrative Order 2010-117 (http://www.azcourts.gov/Portals/22/admorder/Orders10/2010-117.pdf) which makes eFiling of civil subsequent documents mandatory for attorneys. This is rolling out in four phases by law firm starting Feb 1st, 2011. By the end of May, the mandate will be for all law firms. There are some document exceptions listed in the AO.</p> <p>The Clerk's Office will not be enforcing the order until the end of May because we cannot sort through which are accepted and which are not at the filing counter. However, the court is still able to view whether or not the attorneys who are mandated to efile did so or not.</p> <p>The eFiling has to be done through AZ Turbo Court– not through the Clerk's application. There is a \$6.00 fee for the filing of every document through this application (goes through PayPal) which is how the Supreme Court decided to fund the system.</p> <p>Only attorneys can file in this system at this time. Getting copies certified is possible with the Clerk's Office after eFiling, upon payment.</p>	<p>Michael K. Jeanes, Clerk of the Superior Court</p>
<p>3. Budget Status Update</p> <p>The County's budget is still stable however, depending on the State's situation; the county might be required to pay the state. County efforts are focused on saving jobs. More information will be relayed as it comes.</p>	<p>Michael K. Jeanes, Clerk of the Superior Court</p>
<p>4. Business Accounts Credit Card changes, Clerk's office procedural change will no longer hold CC information. Effective 01/01/11</p> <p>Business Accounts and storage of credit card information have been eliminated. Systems for credit card information security are not available to the Clerk's office to be able to store credit card information at this time.</p>	<p>Becky Magana, Deputy Director, Clerk of the Superior Court</p>
<p>5. Metal mail slots next to the Info Desk at CCB will be permanently removed</p> <p>These slots have existed for a long time but since no one uses them, including process servers, they will be removed. If you do use them, please discontinue to do so because they are not regularly checked.</p>	<p>Becky Magana, Deputy Director, Clerk of the Superior Court</p>

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<p>6. Stamping docs and taking them. Doc is not filed in if not dropped in the box</p> <p>An issue arose that someone used the night depository box, took the original with them, and delivered it to the division. The Clerk did not receive it until a month later which is when the clerk filed it in (not the date it was stamped by the depository). Documents are not part of the court record until they are filed with the Clerk of the Court.</p> <p>When a Summons is attached to an Affidavit of Service by staple, both are filed in as one filing. Clerk staff does not flip through individual pages or detach any pages; so, if you intend to have two separate filing, they should be separated with paper clips. Multiple pages within the same filing should be stapled so the documents are not lost within the depository box.</p>	<p>Mark Leong, Civil Docket Supervisor, Clerk of the Superior Court</p>
<p>7. Process Server E-Mail Box</p> <p>Please discontinue emailing Lauri Million and email any questions or requested agenda items to server@cosc.maricopa.gov because that inbox is always checked while we cannot control when Lauri is able to check her email.</p>	<p>Becky Magana, Deputy Director, Clerk of the Superior Court</p>
<p>8. Process Server Renewal Application</p> <p>Please turn in your application 30 days in advance.</p>	<p>Sandra Tarin, Customer Service Process Servers Coordinator</p>
<p>9. Affidavit of Attempted Service (both Superior and Justice Courts)</p> <p>Please try and limit the filing of Affidavits of Attempted Service (nonservice). A note to attorneys about not filing these has been sent out in The Brief by the Clerk of Court.</p> <p>Should attorneys specify the attempts in pleadings as opposed to completing an affidavit of nonservice and only attaching it when there is a motion for alternative service or other motion? Becky will ask James Vance which method is preferred and post it on the Process Server's web page.</p>	<p>Mark Leong, Civil Docket Supervisor, Clerk of the Superior Court</p>
<p>10. Other Business, Questions and Comments</p> <p>Mark Leong will check to see if it is possible to get a date put on the Criminal Filing Rejection Sheet.</p>	

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 – WEDNESDAY APRIL 27TH, 2011

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

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

SCHEDULE OF MEETINGS FOR CALENDAR YEAR 2011

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 26th, 2011 **WEDNESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
CTS– TRAINING ROOM

APRIL 27th, 2011 **WEDNESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
CTS– TRAINING ROOM

JULY 27th, 2011 **WEDNESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
CTS– TRAINING ROOM

OCTOBER 26th, 2011 **WEDNESDAY** **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

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