

PROCESS SERVERS QUARTERLY MEETING MINUTES

Day & Date:	Wednesday, Apr 27 th , 2011	Location:	Downtown Justice Center 620 West Jackson, #2083
Time:	12:00p – 1:00 pm	Recorder:	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>	Michael K. Jeanes, Clerk of the Superior Court
<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 effective for all Attorneys on May 1st, 2011. The order also delineates which documents are exceptions. On June 1st, 2011, the Clerk’s eFiling application will be disabled for civil subsequent documents.</p> <p>The eFiling has to be done through AZ Turbo Court– not through the Clerk’s application.</p>	Michael K. Jeanes, Clerk of the Superior Court
<p>3. Budget Status Update</p> <p>The County’s budget is still stable however, depending on the State’s situation; the county will be required to make payments to the state. The Clerk’s office, as other departments, has taken cuts which means that unfilled positions have been deleted and there will not be employee raises. More information will be relayed as it comes.</p>	Michael K. Jeanes, Clerk of the Superior Court
<p>4. CCB Remodel Update</p> <p>Construction commencement dates are continually being pushed back and once a set date is determined, that information will be relayed.</p>	Michael K. Jeanes, Clerk of the Superior Court
<p>5. Affidavit of Service language regarding serving individuals on behalf of agencies/businesses. “On Behalf of”</p> <p>A reminder to process servers to make sure that if an individual is being served on behalf of a business, to clearly identify that it is on <i>behalf of</i>. This is in order to prevent the individual from being added as a defendant to the case.</p>	Lauri Million Administrator, Clerk of the Superior Court
<p>6. Justice Court Information</p> <ul style="list-style-type: none"> • Affidavit of Attempted Service <p>Both the Justice Courts and Superior Court maintain that Affidavits of Attempted Service do not need to be filed unless included with a motion for alternative service when they serve a purpose. Other than to prove that service was attempted for such motions, the affidavit does not need to be filed.</p>	John Reynolds, Justice Courts

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<ul style="list-style-type: none">Hassayampa Justice is currently understaffed and so long lines may be noticed but hiring and shifting jurisdictions will soon remedy the issue in order to provide more timely service.	
7. Other Business, Questions and Comments <ul style="list-style-type: none">Filing counter hours will be changing as of June 1st in order to maintain an 8am-5pm work schedule. Currently, due to serving anyone in line by 5pm, the filing counters are still serving customers until 5:30pm.	Becky Magana, Deputy Director Clerk of the Superior Court

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 JULY 27TH, 2011

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

PROCESS SERVERS

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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