

PROCESS SERVERS QUARTERLY MEETING MINUTES

Day & Date:	Wednesday, July 27 th , 2011	Location:	Downtown Justice Center 620 West Jackson, #2083
Time:	12:00p – 1:00 pm	Recorder:	Jody Fisher

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)</p> <ul style="list-style-type: none"> ➤ This makes eFiling of civil subsequent documents mandatory for attorneys effective May 1st, 2011. The order also delineates which documents are exceptions. <p>Another Administrative Order will be issued to Michael K. Jeanes, Clerk of the Superior Court. This new AO will state the Clerk’s office will not accept paper for the Civil subsequent documents from attorneys. Based on the upcoming order the Clerk’s office will not accept paper for the subsequent documents as stated in AO 2010-117. The date unknown at this time, information will be posted as it becomes available.</p> <ul style="list-style-type: none"> ➤ On June 1st, 2011, the Clerk’s eFiling application was disabled for civil subsequent documents. <p>The eFiling of Civil subsequent documents must be done through AZ Turbo Court.</p> <ul style="list-style-type: none"> ➤ A Commissioner will be made available for Attorneys with exceptions. Only the attorney can appear in person before the commissioner requesting the court to accept paper and to explain why they are not in compliance. ➤ Drop Boxes will continue to be available for other case types. <p><u>CV subsequent documents placed in the Drop Boxes will not be returned and will not be filed in.</u> AO will be clear; the Clerk’s office will not take the paper.</p> <p>AZ Turbo Court does not accept TJ cases at this time.</p> <p>The Clerk’s office is available for FC, CR but CV has been disabled.</p>	Michael K. Jeanes, Clerk of the Superior Court
<p>3. Budget Status Update</p> <p>The County’s budget is stable for this FY, five additional positions within the Clerk’s office have been cut, and these were empty positions no RIF’s will be required. More information will be relayed as it becomes available.</p>	Michael K. Jeanes, Clerk of the Superior Court
<p>4. CCB Remodel Update</p>	Michael K. Jeanes,

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<p>➤ Construction commencement dates are firm with the start date of March 2012. As this date comes closer the relocation for the filing counters will be necessary but it is planned they will be staying within the Central building accessible to all customers.</p> <p>We ask for your patience through the construction the conditions will be temporary and more than necessary.</p> <p>More information will be forthcoming as this date gets closer.</p>	<p>Clerk of the Superior Court</p>
<p>5. Clerk's office Process Server Coordinator</p> <p>Michael introduced the new coordinator, Ken Shipley. As the coordinator there are a couple of necessary reminders.</p> <ul style="list-style-type: none"> ➤ Address changes / updates are mandatory within 30 days ➤ Continued education is a yearly requirement time does not roll over from one year to the next. ➤ The PS contact phone number remains the same; 602-506-1909 and the PS email address has been updated to; <p>PROCESSSERVERCORRESPONDENCE@MAIL.MARICOPA.GOV</p>	<p>Ken Shipley, PS Coordinator Clerk of the Superior Court</p>
<p>6. Justice Court Information</p> <p>Filing Stamp question;</p> <ul style="list-style-type: none"> ➤ Used on the left of documents, runners are told they need to go to each window. This change causes extensive time waiting at each window. Mr. Vance replied that he will take the issue to the Court Managers for response. Time frame for the change was approximately three months ago. 	<p>Marty Vance, Justice Courts</p>
<p>7. Other Business, Questions and Comments</p> <ul style="list-style-type: none"> ➤ Question asked for clarification concerning the change on the number of documents allowed after 4: pm at the filing counters. <p>Answered by Mark Leong, this depends on the number of checks with the transactions. The limit to 5 documents, after 4: pm has been imposed because if each document has a check as payment this takes a good length of time to process.</p> <p>The same 5 documents with one check as the payment will take much time. At that time of the afternoon there needs to be the limit to allow other customer's availability.</p> <p>Michael Jeanes explained this change was made to accommodate the Federal Case Law and the ongoing processing of documents it is mandated they are immediately electronically available the same date as filed.</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 RESCHEDULED TO

WEDNESDAY, NOVEMBER 2ND, 2011 FROM 12:00 – 1:00 PM

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