

# PROCESS SERVERS QUARTERLY MEETING MINUTES

<b>Day &amp; Date:</b>	Wednesday, November 2, 2011	<b>Location:</b>	Downtown Justice Center 620 West Jackson, 2 <sup>nd</sup> Floor, Rooms 3 & 4 Signage will be posted
<b>Time:</b>	12:00p – 1:00 pm	<b>Facilitator:</b>	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.	Michael Jeanes announced the new Process Server Assignments Superior Court Judge Verdin and COSC Process Server Coordinator, Mary Young	Michael K. Jeanes, Clerk of the Superior Court
3.	<p>eFiling and ECR Updates</p> <ul style="list-style-type: none"> <li>➤ <a href="#">AZ Turbo Court</a> and</li> <li>➤ <a href="#">Mandatory Civil Update</a> as of Sept 1, 2011</li> <li>○ Status update from a meeting with the Supreme Court, eFiling on AZ Turbo Court changes this month Pima County will start testing civil case initiation for eFiling. We anticipate by summer 2012 it will go live in Pima County. When that comes about and it's running smoothly Maricopa County will work towards case initiation for eFiling.</li> <li>○ September 29, 2011 we have enabled Tax Court eFiling, which is going well.</li> <li>○ Clerk's office upcoming plans for the Juvenile Court where they are currently completely paper; in January 2012 we will begin implementation of the Electronic Court Record.</li> <li>○ Other initiatives with eFiling are for Family Court. The plan is to take the materials into the system so that Pro Se litigants will fill out the forms online and eFile.</li> <li>○ The Supreme Court is looking into a different payment process for AZ Turbo Court sometime in the summer of 2012 they will move away from PayPal.</li> </ul>	Michael K. Jeanes, Clerk of the Superior Court

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4.	<p>Budget Status Update No major changes</p> <ul style="list-style-type: none"> <li>○ There are two major items;             <ol style="list-style-type: none"> <li>1) 07/01/2012 legislation concerning County inmates sentenced to less than a year will stay in County Jail rather than go to DOC.</li> <li>2) When the temporary sales tax expires in mid-2013 the budget could be destabilized.</li> </ol> </li> </ul>	Michael K. Jeanes, Clerk of the Superior Court
5.	<p>CCB Remodel Update</p> <ul style="list-style-type: none"> <li>○ Firm date starting the first week of March 2012</li> <li>○ Finishing in April of 2013</li> </ul> <p>Done in two phases</p> <ul style="list-style-type: none"> <li>○ Phase 1; CV filing counter will move over and share the space with FC filing counter and WCB remodel will begin.</li> <li>○ Phase 2; all filing counters will move to the WCB remodeled area and the CCB will begin.</li> <li>○ Expectations are that it will be really nice, there will be a Quematic number system</li> </ul>	Michael K. Jeanes, Clerk of the Superior Court
6.	<p>Year End Tax Filing Preparedness</p> <p>Processes will be similar to last year we will have an additional window open and clerks walking the lines helping and answering questions for yearend Tax filings.</p>	Becky Magana, Deputy Director
7.	<p>Justice Court Information</p> <ul style="list-style-type: none"> <li>○ The Justice Courts are piloting two case types, Small Claims and Civil for Electronic Processing at Moon Valley and at Desert Ridge. After the first of the year we will bring the other two regional facilities on board.</li> <li>○ Visit the new <a href="http://justicecourts.maricopa.gov">justicecourts.maricopa.gov</a> website it has been updated. It's planned within the next few months customers will be able to pay fines online.</li> <li>○ Additional funding was received for new staff members for the Electronic Processing.</li> <li>○ Funding was also received for a 26<sup>th</sup> Justice Court in 2013 and a Southwest Regional Court Facility that should come up in 2014 or 2015.</li> </ul>	James Vance, Justice Courts
8.	<p>Process Service and the <a href="#">Arizona Corporation Commission</a></p> <p>Mr. Jeanes welcomed Patricia Barfield with the Corporation Commission as a special speaker. <a href="#">Hand-out</a> had been provided.</p> <p>Patricia began by explaining the ACC processes and directing the Process Servers to her business cards available on the table. Asking them to feel free to call with issues and or questions.</p>	Patricia Barfield, Director of Corporations

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	<ul style="list-style-type: none"> <li>○ Many people don't realize you can serve the entity through the ACC.</li> <li>○ The ACC is bound by law to log all service, specific information must be logged.</li> <li>○ First big change is in the Notice to Process Servers, page 4</li> <li>○ Bound by statutes and rules this hand out information is important please read through it.</li> <li>○ If you need a certified copy you must ask for that, everything returned is not certified.</li> </ul> <p>Example;</p> <ul style="list-style-type: none"> <li>○ (Page 7) Title; Certification of Service Accepted and of Mailing.</li> <li>○ This is not a certified document; this is our declaration of accepting and mailing. If you need this document certified you must specify that.</li> <li>○ The staffs at ACC have noticed an increase of documents being faxed to the office. Later the party comes into the office with more parts to be added to that faxed document, wanting to combine them for service.             <ul style="list-style-type: none"> <li>○ The office <u>cannot</u> save partial documents hoping that the party comes in with the complete document.</li> </ul> </li> <li>○ Each document you want served needs to have the affidavit. One affidavit is not a blank for all documents to the party, read the statutory requirements.</li> </ul> <p>When the ACC accepts your documents, you have completed service. You have served the entity.</p>	
9.	<p>Other Business, Questions and Comments</p> <p>Michael Jeanes has been advised that some process servers had met with Dave Byers at the AOC. They have a meeting planned sometime in the next couple of weeks concerning a different Process Server (PS) ID cards. This request was on a statewide basis and not only for Maricopa County. More information will be available at the Jan. 10, 2012 PS Meeting.</p>	
<p><b>FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL THE COSC PROCESS SERVER MAILBOX AT:</b>  <a href="mailto:PROCESSSERVERCORRESPONDENCE@MAIL.MARICOPA.GOV">PROCESSSERVERCORRESPONDENCE@MAIL.MARICOPA.GOV</a></p>		
<p><b>NEXT QUARTERLY MEETING – TUESDAY, JANUARY 10<sup>TH</sup>, 2012 AT 12: PM</b></p>		
<p>Downtown Justice Center - 620 West Jackson, 2<sup>nd</sup> Floor Training Room 2083</p>		

# PROCESS SERVERS QUARTERLY MEETING MINUTES

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

### SCHEDULE OF MEETINGS FOR CALENDAR YEAR 2012

These meetings are scheduled a year in advance;

**JANUARY 10<sup>th</sup>, 2012**                      **TUESDAY**                      **12:00 – 1:00 PM**  
**DOWNTOWN JUSTICE CENTER**  
**620 WEST JACKSON – 2nd FLOOR – SUITE #2083**  
**JUSTICE COURT– TRAINING ROOM**

**APRIL 10<sup>th</sup>, 2012**                      **TUESDAY**                      **12:00 – 1:00 PM**  
**DOWNTOWN JUSTICE CENTER**  
**620 WEST JACKSON – 2nd FLOOR – SUITE #2083**  
**JUSTICE COURT – TRAINING ROOM**

**JULY 10<sup>th</sup>, 2012**                      **TUESDAY**                      **12:00 – 1:00 PM**  
**DOWNTOWN JUSTICE CENTER**  
**620 WEST JACKSON – 2nd FLOOR – SUITE #2083**  
**JUSTICE COURT – TRAINING ROOM**

**OCTOBER 9<sup>th</sup>, 2012**                      **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](http://www.clerkofcourt.maricopa.gov/process_svr.asp)

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