



## Arizona Protective Order Initiation & Notification Tool

**CERTIFIED PRIVATE PROCESS SERVERS** – Arizona law requires you to file proof of service of a protective order with the issuing court **within 72 hours of completing service**. This applies whether you are serving an Injunction Against Harassment, an Injunction Against Workplace Harassment, or an Order of Protection.

**File your Declaration of Service electronically** by using the AZPOINT Servicing Agency portal. AZPOINT is at your fingertips 24/7—and it's accessible from a smartphone, a laptop, a tablet, or a desktop computer. AZPOINT Servicing Agency portal makes filing proof of service quick, efficient, and cost effective.

**Set up your account** for the AZPOINT Servicing Agency portal by contacting the AOC Support Center at 602-452-3519 or toll free at 800-720-7743 from Monday-Friday, 7 a.m. – 6 p.m. The Support team will verify your name on the list of certified private process servers and get your account set up so you can start entering service of protective orders electronically.

**For training** on the AZPOINT Servicing Agency portal, access the link below or contact Lloyd Asato (602-364-1152, [lasato@azcjc.gov](mailto:lasato@azcjc.gov)) at the Arizona Criminal Justice Commission.

Training link:

<https://www.youtube.com/watch?v=mJdYhkO9mUs&t=0s>