

## PROCESS SERVERS QUARTERLY MEETING MINUTES

<b>Day &amp; Date:</b>	Tuesday, January 14, 2014	<b>Location:</b>	Downtown Justice Center 620 West Jackson, 2 <sup>nd</sup> Floor, Rooms 1 & 2
<b>Time:</b>	12:00p – 1:00 pm	<b>Minutes:</b>	Kristin Venable
<b>PURPOSE OF MEETING</b>			
Community Awareness; Process Servers, Court and Clerk's Office Information and Exchange Meeting			

<b>OPEN TO THE PUBLIC</b>		
<b>Names</b>		
Clerk of the Superior Court	Justice Court	
Superior Court	Process Servers	
AOC	Judicial Officers	
	<b>Topic</b>	<b>Presenter</b>
1.	<b>Welcoming Remarks</b>	Michael K. Jeanes, Clerk of the Superior Court
2.	<b>eAccess Update</b> The Arizona Supreme Court is building eAccess to provide greater electronic access as allowed by Rule 123. Supreme Court staff will be scheduled to attend the April meeting to provide a demonstration.	Michael K. Jeanes, Clerk of the Superior Court
3.	<b>Budget Status Update</b> No major issues are anticipated at this point. Work is beginning on 2015 budgeting. Money had to be taken out of reserves to fund 2014. Focus now is to find ways to put money back into the reserves. Not sure what the effect will be on the Clerk's Office.	Michael K. Jeanes, Clerk of the Superior Court
4.	<b>Affidavit of Service</b> Everyone was advised to make sure that when submitting an Affidavit of Service that was served to someone who accepted on behalf of someone else, that it is clearly stated on the affidavit. This is to prevent those individuals who accepted on behalf of someone else from being named incorrectly as a party to the case.	Correnia Snyder, Document Management Administrator, Clerk of the Superior Court
5.	<b>Rule 123 – Access to Court Records</b> Changes to Rule 123 effective Jan 1 <sup>st</sup> 2014, expanding electronic access to court records have generated inquiries from attorneys requesting increased access from us. We will not be expanding our access. Parties and attorneys in a case will remain the only ones with electronic access to those	Michael K. Jeanes, Clerk of the Superior Court

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	records. The reason for this is because eAccess will serve that function once it is complete. Expanding our system would be a duplication of efforts.	
6.	<p><b>Proof of Citizenship and Residency Requirement</b></p> <p>The process server application has changed. It is now seven pages and there is now a proof of citizenship requirement. This is a statutory change. Items that can be used to fulfill this requirement are listed on the Clerk's website.</p>	Sharlette Wright, Process Service Coordinator, Clerk of the Superior Court
7.	<p><b>Justice Court Information</b></p> <p>James advised that North Mesa Justice Court will not be moving and that there are no new facilities or movements in the works. Justice Courts will be going back to AZTurbo Court, with pilot courts scheduled to begin this summer.</p> <p>Any problems or questions encountered at the justice courts should be directed immediately to James via e-mail. His address is <a href="mailto:jamesvance@mcjc.maricopa.gov">jamesvance@mcjc.maricopa.gov</a></p>	James Vance, Justice Courts
8.	<p><b>Other Business, Questions and Comments</b></p> <p>A question was brought up regarding the high school diploma requirement for applicants. How is this verified and how will this affect a renewal applicant who does not possess a high school diploma? The Clerk's Office will look into this and provide an update at the April meeting.</p> <p>Discussion was held regarding the change effective 1/1/14 that disallowed payment by check from Pro Se litigants. Everyone was advised that the Clerk's Office will eventually disallow payments by check for everyone, including law firms. It is understood that there are still several issues that need to be worked out before this can happen.</p> <p>Everyone was advised that the Lengthy Trial Fee expired 12/28/13. It will likely be re-introduced in the upcoming legislative session and may have an emergency effective date.</p>	
<p><b>FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL THE COSC PROCESS SERVER MAILBOX AT : <a href="mailto:SERVERP@COSC.MARICOPA.GOV">SERVERP@COSC.MARICOPA.GOV</a></b></p>		
<p><b>NEXT QUARTERLY MEETING – TUESDAY, APRIL 8TH, 2014</b></p>		
<p>Downtown Justice Center - 620 West Jackson, 2<sup>nd</sup> Floor, Rooms 1 &amp; 2</p>		

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

### SCHEDULE OF MEETINGS FOR CALENDAR YEAR 2014

These meetings are scheduled a year in advance;

**JANUARY 14<sup>th</sup>, 2014**                      **TUESDAY**                      **12:00 – 1:00 PM**

**DOWNTOWN JUSTICE CENTER  
620 WEST JACKSON – 2nd FLOOR – SUITE #2083  
JUSTICE COURT– TRAINING ROOM**

**APRIL 8<sup>th</sup>, 2014**                      **TUESDAY**                      **12:00 – 1:00 PM**

**DOWNTOWN JUSTICE CENTER  
620 WEST JACKSON – 2nd FLOOR – SUITE #2083  
JUSTICE COURT – TRAINING ROOM**

**JULY 8<sup>th</sup>, 2014**                      **TUESDAY**                      **12:00 – 1:00 PM**

**DOWNTOWN JUSTICE CENTER  
620 WEST JACKSON – 2nd FLOOR – SUITE #2083  
JUSTICE COURT – TRAINING ROOM**

**OCTOBER 14<sup>th</sup>, 2014**                      **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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