

Process Servers, Court and Clerk's Office Information and Exchange Presentation

January 16, 2007

Minutes

Welcoming Remarks

- Michael K. Jeanes, Clerk of the Superior Court, welcomed the group to the meeting and covered item #8 of this agenda. The next quarterly meeting scheduled for April 17, 2007 will be held in the Clerk's new office located at 620 West Jackson, Suite 3017. The meeting will be held in the Training Room and parking is available in the parking structure at 601 West Jackson. The meeting calendar with locations is available on the Clerk's Internet site at:
http://www.clerkofcourt.maricopa.gov/process_svr.asp
- Mr. Jeanes also announced the availability of an External Depository box at the Northwest Regional Court Center.

E-File Update and 1-1-07 Implementation

- Mr. Jeanes provided an update on E-file initiatives and the Clerk's 1-1-07 Electronic Court Record (ECR) implementation. Effective January 1, 2007, the ECR is the official court record in accordance with Supreme Court Administrative Order 2006-96 signed by Chief Justice McGregor on November 8, 2006. All documents are scanned when received and temporarily held until all quality control processes have been completed, at which time the documents are destroyed.
- E-filing continues to be rolled out to Civil and Criminal Judges' Divisions (not Commissioners). There is a minor delay with the e-file vendor implementation from the February 5th date as the three vendors approved as e-file providers (efiling.com, LexusNexus and WizNet) have indicated they will not be prepared on that date. After implementation with these three vendors, an RFP will be published soliciting additional providers.

Relocation of Process Servers' Application Process Services

- Mr. Jeanes introduced Melanie Fay, Public Records Administrator, for an update on the relocation of the Process Servers' Application Process. The plan is to provide the application services at the Clerk's License Services section located at 601 West Jackson – 1st Floor. A meeting is being scheduled with the Civil Presiding Judge to review the implementation plan and some recommended improvements to the process. Ms. Fay encouraged the Process Servers to check the Clerk's website for the effective date of this change. Renewal applications are also available on this site.
http://www.clerkofcourt.maricopa.gov/process_svr.asp

Night / Saturday Court at the Northeast Regional Court

- Mr. Jeanes introduced Sheri Jaffe, Court Operations Manager for the Northeast Regional Court Center, to inform the group of the Night / Saturday Court pilot program. This will be implemented for Family Court matters only at this time. Hours of operation are: Tuesday through Friday from 5:00 to 9:00 p.m. and alternating Saturday's from 8:00 a.m. to 5:00 p.m. No file counter staff will be available at these times to accept filings. The pilot begins on January 30, 2007.

Extended Hours Court at Juvenile

- Melody Tinsley, Juvenile Services Administrator, was introduced. Ms. Tinsley advised the group that a similar program will be implemented at Juvenile. The Extended Hours Court pilot applies to Title 14 Guardianships, Private Adoptions, Injunctions Against Harassment and Petitions for Emancipation matters only. Hours of operation are: Tuesday through Friday from 5:30 to 8:00 p.m. and alternating Saturday's from 8:30 a.m. to 5:00 p.m. The pilot will begin at the Juvenile facility located at 3131 West Durango in Phoenix only. Requesting a case be assigned or removed from the Extended Hours Court calendar will require a written motion by the party. There will be limited staffing levels during these extended hours; including staff to provide certified copies. The Extended Court Hours at Juvenile also begins on January 30, 2007.

Arizona Rules of Procedure for Juvenile Court – Revised Rule 1

- Ms. Tinsley advised that a major change in the Arizona Rules of Procedure for Juvenile Court occurred in Rule 1(D). Juvenile filings are now filed similarly to that of Adult Civil filings; as to form/format and the requirement for the filing party to provide a sufficient number of copies of orders filed with motions for all parties/agencies and with a self-addressed Stamped envelope for those that are mailed. The rule change was effective on January 1, 2007.

Justice Courts Information

- Dennis Metrick, Justice Court Operations Director, provided an update on the Justice Court's automation initiatives. A Forcible Detainer e-filing pilot is almost ready for implementation with designated law firms. The Justice Courts are reviewing other e-filing opportunities as well.
- Interest for external depository boxes was again expressed by several members in the audience.
- When asked, Mr. Metrick advised that San Marcos (formerly Chandler), San Tan (formerly South Mesa / Gilbert), University Lakes (formerly East Tempe) and Kyrene (formerly West Tempe) Justice Courts will soon be relocating (3/07) to the SanTan Regional Court Center in Chandler. It is located in the vicinity of Chicago Street and Delaware Street. Additionally, several west valley Justice Courts will be relocated to a site to be determined in Avondale and other east valley Justice Courts will be relocated to the Southeast Adult facility in Mesa (both, mid-2009).
- Process Servers advised Mr. Jeanes that it is taking anywhere from three to five days to have items delivered from the other Superior Court sites to the Central Court Complex. Mr. Jeanes will advise the appropriate Court Administration staff of their concerns.

Court Administration Topics

a) Reminder from the Family Court Conference Center on Affidavits of Service

- Donna Williams, Family Court Assistant Administrator, introduced Shannon Branham, Family Court Navigator, to address this item. Ms. Branham advised the group that since fees for serving Affidavits of Service are reimbursable to the filing party, it is imperative for the company providing the service to include the cost in the documents they are filing.

Location of April 2007 Quarterly Meeting

- This item was addressed under welcoming remarks – above.

Other Items

- Process servers inquired about the possibility of establishing an internal drop box location in the East Court Building lobby (101 West Jefferson). Mr. Jeanes will review this topic with staff.
- Having no additional items, the meeting was adjourned at 12:45 p.m.

THE NEXT REGULAR MEETING IS SCHEDULED FOR April 17, 2007 @ NOON

Handouts provided at the meeting follow these minutes

**PROCESS SERVERS, COURT AND
CLERK'S OFFICE INFORMATION
AND EXCHANGE MEETING
AGENDA**

**January 16, 2007 - 12:00 to 1:00 p.m.
Board of Supervisors' Conference Room
301 West Jefferson – 10th Floor**

- 1. Welcoming Remarks**
 - * Michael K. Jeanes, Clerk of the Superior Court

- 2. E-File Update and 1-1-07 Implementation**
 - * Michael K. Jeanes, Clerk of the Superior Court

- 3. Relocation of Process Servers' Application Process Services**
 - * Michael K. Jeanes, Clerk of the Superior Court
 - * Melanie Fay, Public Records Administrator

- 4. Night / Saturday Court at the Northeast Regional Court**
 - * Sheri Jaffe, Court Operations Manager, NER

Extended Court at Juvenile

 - * Melody Tinsley, Clerk's Office Juvenile Administrator

- 5. Arizona Rules of Procedure for Juvenile Court – Revised Rule 1**
 - * Melody Tinsley, Clerk's Office Juvenile Administrator

- 6. Justice Courts Information**
 - * Karen Westover, Deputy Court Administrator for Justice and Limited Jurisdiction Courts / General Counsel

- 7. Court Administration Topics**
 - * Donna Williams, Family Court Assistant Administrator
 - a) Reminder from the Family Court Conference Center on Affidavits of Service

- 8. Location of April Quarterly Meeting**
 - * Michael K. Jeanes, Clerk of the Superior Court

**620 West Jackson – Suite 3017 – Clerk's Office Training Room
April 17, 2007 @ 12:00 to 1:00 p.m.
Parking available at 601 West Jackson Parking Structure**

- 9. Other Items**
 - * All

FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL:
Lauri Thomas, Document Management Administrator
(email address: lthomas@cosc.maricopa.gov)

2007 HOLIDAY CALENDAR

New Year's Day	Monday, January 1, 2007
Civil Rights Day	Monday, January 15, 2007
Presidents' Day	Monday, February 19, 2007
Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007
Labor Day	Monday, September 3, 2007
Columbus Day	Monday, October 8, 2007
Veterans' Day	Monday, November 12, 2007
Thanksgiving Day	Thursday, November 22, 2007
Christmas Day	Tuesday, December 25, 2007

Juvenile Court
Extended Hours Court
Clerk of Court Information

- Extended Hours Court at Juvenile will include:
 - Title 14 guardianships
 - Private adoptions
 - Injunctions against harassment
 - Petitions for Emancipation
- Calendars will be Tuesday through Friday 5:30 p.m. to 8:00 p.m. and alternating Saturdays from 8:30 a.m. – 5:00 p.m.
- Cases will be assigned to the Extended Hours calendar by Court Administration.
- Requests to be ASSIGNED TO or REMOVED from the Extended Hours calendar must be made by formal written motion.
- The Clerk's Office, Juvenile Division, will NOT be open for general business purposes after 5:00 p.m. or on weekends.
- Services provided after 5:00 p.m. or on weekends will ONLY be to support the Extended Hours Court hearings being heard that day and include the following:
 - Obtaining certified copies immediately following the court hearing of Orders appointing temporary or permanent guardianship of a minor and letters of appointment
 - Obtaining certified copies immediately following the court hearing of Final Orders of Adoption

17B A.R.S. Juv.Ct.Rules of Proc., Rule 1

I7F6D5900C4-1C11D79B009-1A1D60DFEFE
Arizona Revised Statutes Annotated Currentness
RULES OF PROCEDURE FOR THE JUVENILE COURT
Rules of Procedure for the Juvenile Court (Refs & Annos)

PART I. GENERAL PROVISIONS

Part I. General Provisions

Rule 1. Applicability; Definitions; Required Format of Stipulations, Motions and Proposed Orders

Rule 1. Applicability; Definitions; Required Format of Stipulations, Motions and Proposed Orders

<Text of rule effective January 1, 2007>

D. All written motions or stipulations shall be accompanied by a proposed form of order. Any proposed order shall be prepared as a separate document and shall not be included as an integral part of the motion, stipulation, or other document. The proposed order shall be prepared in accordance with the Rules of Civil Procedure, and shall contain the following information as single-spaced text on the first page of the document:

1. To the left of the center of the page starting at line one (1), the party's typed or printed name, address, telephone number, State Bar of Arizona attorney identification number and any State Bar of Arizona law firm identification number, along with an identification of the party being represented by the attorney, *e.g.*, the State or Defendant. If the document is being presented by a litigant representing himself or herself, all of the foregoing information shall be included except the State Bar of Arizona attorney identification number;
2. Centered on or below line six (6) of the page, the typed or printed title of the court;
3. Below the title of the court and to the left of the center of the paper, the typed or printed title of the action or proceeding;
4. Opposite the title, in the space to the right of the center of the page, the typed or printed case number of the action or proceeding; and
5. Immediately below the case number, a brief typed or printed description of the nature of the document.

There shall be at least two lines of text on the signature page.

Proposed orders shall not be filed or docketed by the Clerk of the Court until after judicial review and decision to sign and file; modify, sign or file; or reject. If the proposed form of order is signed, no minute entry shall issue.

Upon the filing of the order with the Clerk, processing shall be in accordance with the Rules of Civil Procedure. The party submitting the proposed order shall include with it copies to be conformed, together with addressed envelopes for each party/agency in the case. Each addressed envelope requiring delivery via U.S. mail shall include sufficient postage. Conformed copies of the signed order shall be distributed by the Clerk.

CREDIT(S)

Amended Sept. 18, 2006, effective Jan. 1, 2007; Sept. 20, 2006, effective Jan. 1, 2007.