

PROCESS SERVERS QUARTERLY MEETING MINUTES

Day & Date:	Tuesday, April 8, 2014	Location:	Downtown Justice Center 620 West Jackson, 2 nd Floor, Rooms 1 & 2
Time:	12:00p – 1:00 pm	Minutes:	Kristin Venable
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.	Business Check Acceptance for Payment of Fees The Clerk's Office fully intends to eliminate checks as an acceptable form of payment from all parties at some point in the future. However, at this time, an effective date has not been established. There will be plenty of notice given once a target date has been identified but there are still several issues that need to be worked out before this can happen.	Michael K. Jeanes, Clerk of the Superior Court
3.	Election Challenges and Appeals Reminder Election Challenges and Appeals are filed in and scanned immediately upon receipt as they are extremely time sensitive. Process servers were advised to make sure and identify these cases at the filing counters so that all timelines are met.	Michael K. Jeanes, Clerk of the Superior Court
4.	Budget Status Update Budget agreement with the Board of Supervisors has been signed.	Michael K. Jeanes, Clerk of the Superior Court
5.	Case Management Rule Changes There will be significant changes effective April 15 th resulting from a rules petition filed by the State Bar. Detailed information regarding these changes can be seen on the Arizona Supreme Court's website .	Michael K. Jeanes, Clerk of the Superior Court
6.	eAccess Update The Supreme Court is still performing testing which will be completed in June. Supreme Court staff will provide a full demonstration at July's meeting.	Michael K. Jeanes, Clerk of the Superior Court

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7.	<p>eFiling Update</p> <p>Talks are underway regarding civil case initiation, automation of Civil Default Packets and the transfer of Tax eFiling to AZTurboCourt. There is no projected implementation date for any of these items yet as talks are just beginning.</p> <p>The Clerk's Office is targeting the end of the year to begin Juvenile eFiling.</p> <p>Beginning June 1st, 2015, users will have another eFiling vendor to choose from. AMCAD (eUniversa) will be available along with Intresys(AZTurboCourt). The Clerk's Office still supports the use of multiple vendors.</p>	Michael K. Jeanes, Clerk of the Superior Court
8.	<p>Deferrals and Waivers Process Update</p> <p>Maricopa County deferral and waiver eligibility guidelines will eventually be applied statewide. This will provide consistency throughout the state. In addition, AJC is asking the AOC to set up a committee to develop a verification process to be used when determining deferral and waiver eligibility. Currently, individuals sign an affidavit stating that they meet the qualification requirements. AJC would like a process established that would require them to provide verification of their eligibility instead of relying solely on a statement.</p>	Michael K. Jeanes, Clerk of the Superior Court
9.	<p>Commercial & Non-Commercial User Issues with Public Records</p> <p>Before addressing the issue James introduced: John Reynolds, Operations and Programs Manager, johnreynolds@mcjc.maricopa.gov , and Jeff Fine, Deputy Justice Court Administrator, jefffine@mcjc.maricopa.gov .</p> <p>The issue relates to Process Servers being asked, at times, to pay for copies as if they are a commercial user instead of a non-commercial user. James urged Process Servers to contact him, John or Jeff as soon as this happens so it can be addressed immediately. The Justice Courts would also like to add a second <i>Access to Court Records Request</i> form that is just for use by Process Servers. The current form was distributed and all were asked to provide their feedback regarding what they</p>	James Vance, Justice Courts

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	would like the new form to look like. It is their hope that the form coupled with increased discussions with staff regarding proper procedure will help prevent any confusion and frustration at the counters.	
10.	Other Business, Questions and Comments Discussion was held regarding NW no longer issuing Civil case numbers. It is believed that these cases are all being directed downtown but the Clerk's Office will verify.	
FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL THE COSC PROCESS SERVER MAILBOX AT : SERVERP@COSC.MARICOPA.GOV		
NEXT QUARTERLY MEETING – TUESDAY, JULY 8TH, 2014		
Downtown Justice Center - 620 West Jackson, 2 nd Floor, Rooms 1 & 2		

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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 14th, 2014 **TUESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
JUSTICE COURT– TRAINING ROOM

APRIL 8th, 2014 **TUESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
JUSTICE COURT – TRAINING ROOM

JULY 8th, 2014 **TUESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
JUSTICE COURT – TRAINING ROOM

OCTOBER 14th, 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

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