

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

October 16, 2007

Minutes

## Welcoming Remarks

- Michael K. Jeanes, Clerk of the Superior Court, welcomed the group to the meeting. The meeting started promptly at 12:00. The next quarterly meeting is scheduled for January 16th, 2007 will be held in here the Clerk's office, located at 620 West Jackson, in the 3<sup>rd</sup> floor Training Room and parking is available in the parking structure across the street at 601 West Jackson. The 2008 meeting calendar is available on the Clerk's Internet site at:

[http://www.clerkofcourt.maricopa.gov/process\\_svr.asp](http://www.clerkofcourt.maricopa.gov/process_svr.asp)

- Mr. Jeanes discussed the newest news just revealed an hour ago; the Chief Justice has signed the order allowing cases from 2002 through 2006 to be destroyed. The shredding of documents takes place after the digitized document has under gone the quality control process and all documents have been audited. We have agreed with Library and Archives that this will not start until approximately August of 2008 and all quality control responsibilities have been met.

## E-File Update

- 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.
- Chief Justice is also considering a new requirement of all attorneys to participate in E-filing of all documents, this would also be mandatory by the State Bar. Before this is to take place there would be ample time to allow this transition to take place, a date at this time would only be speculative. This item will be added to the agenda for the next meeting January 16, 2008.
- A question was asked; what allowances are in place for documents that are eFiled and then a correction needs to be made?  
Mr. Jeanes explained there is a process in place and it would depend on what types of corrections are needed. There may be the need for a Court order in some cases. Yet in others the correction may be a type -o- on the case number where that can be corrected and notes entered showing the change/correction and where the document now resides. There are National Standards in the error ratio and Maricopa County, Clerk's office is above standard.
- A question was asked; will the mandatory eFiling for all attorneys, affect the process servers and all documents or will the Affidavit of Service not be subject to this rule?  
Mr. Jeanes explained; this will be for all documents from the attorney's not singling out Affidavits of Service that can be included. Also that this may be sometime down the road and a date is not yet set.

## Justice Courts Information

- Karen Westover was not present and there were no questions/announcements about Justice Courts.

## Court Administration

- Donna Williams was introduced by Mr. Jeanes. Donna explained the Court process of Judges Rotations and passed out the newest Family Court Judicial Assignment, list includes phone numbers for all Family Court Judicial officers, Judges and Commissioners.

## Process Server Information

- The Process server registration function is completely transferred to the Customer Service Center.
- For assistance visit the Customer Service Center at 601 West Jackson, or the Process Servers web site;  
[http://www.clerkofcourt.maricopa.gov/process\\_svr\\_Application.asp](http://www.clerkofcourt.maricopa.gov/process_svr_Application.asp)

### **Distribution Center Updates**

- Kathy Whittiker was introduced by Mr. Jeanes. Kathy reviewed current situations that have come to pass in the Distribution Center. At times the runners (no names were used) have been excessively noisy while waiting for documents. There have been instances where clocks have been unplugged and boxes moved around. We are asking everyone to show the respect due to any office environment. Do not unplug clocks this changes the time and the clocks must be reset and to please hold down the noise, if you are waiting for documents to please wait in the hallway.

### **Distribution Clocks**

- Mark Leong was introduced by Kathy Whittiker as the new Distribution Supervisor. Mark passed out a hand out and explained the Distribution clocks can not handle thick documents. He asked anyone using the clocks to please only stamp the first page of your documents (the allowance is only up to ¼ inch thickness). NOTE: When using the Night Depository boxes please be sure you are only stamping the first page and ensure that the checks are securely attached to the document.
- A question was asked; when will the public computer in Distribution will be repaired?  
It was not known that there was a problem with the computer and Kathy Whittiker stated she would put the RFS in to have it checked.

### **Depository Box Relocation**

- The Night Depository Box now located in the Parking Garage on Madison will be relocated. The parking structure has a planned demolition of March or April of 2008. At this time the planned location will be the West side of the County Administration Building, which would be between Jefferson and Madison on 4<sup>th</sup> Avenue. There is ample parking available there and also a covered alcove area to protect users from weather. The Night Depository Box will be on the outside of the building and just inside is Protective Services office which is manned and available 24/7 and 365 days a year.  
A question was asked; with the demolition of the parking structure will the bicycle racks also be moved there are several employee's that do use them?  
Mr. Jeanes explained all employees are aware of this change and the bicycle racks will be moved. Employees and the bicycle racks will be using the Customer Service Center Parking Garage and the shuttle will also be available for use.

### **Location of January 2008 Quarterly Meeting**

- The question was asked if we could use a larger room for the next quarterly meeting. I've checked with the administrator for the 2<sup>nd</sup> floor Training room, that room is unavailable for our next scheduled meeting. Accommodations will be made to make more seats available in the 3<sup>rd</sup> floor Training room prior to our next Process Servers meeting on January 16<sup>th</sup>, 2008.

### **Other Items**

- A question was asked; there is still a problem with documents being held for long periods of time, what can be done to keep this from happening? She explained she had documents with her, dated 10/04/07 and 10/05/07 and stamped 10/12/07 these were for certification. Mr. Jeanes explained we would have to looking the issue and that really it is a question for Court Administration. This could have been brought up when Donna Williams was here the woman explained and she had thought about bringing them up then but that Donna Williams is Family these are Civil Court cases. Copies were made by Brenda Burton and Gordon Mulleneaux spoke with her the issue will be looked into.
- Mr. Jeanes explained that with any issues that come up any can always call or email, himself or Lauri Thomas they will always try to resolve any problems as quickly as possible.
- Having no additional items, the meeting was adjourned at 12:45 p.m.

THE NEXT REGULAR MEETING IS SCHEDULED FOR January 16, 2008 @ NOON  
Handouts provided at this meeting follow these minutes



**Slide the top right hand corner of the first page of the document into the clock. Wait for the sound of the stamp and then withdraw the page.**

**Do not allow clips or staples to enter the stamping area of the clock as they may cause damage to the clock.**

**Do not insert documents over 1/4" thick into the clock, as it may become stuck and cause damage.**

**NOTE: Observation of deliberate tampering with the time clock will be brought to the attention of the authorities.**

# USING THE DEPOSITORY

This depository is for Maricopa County Superior Court Adult filings only. **Juvenile Division documents will not be processed at this location.**

1. To file documents in this depository, place the top of the document face up into the time clock. The received stamp should appear on the upper right hand corner of each document. **NOTE:** If the document can be processed, this received stamp will be used as the filing date. **Documents not reflecting a received stamp, will be filed using the processing date.**
2. Insert original stamped documents into opening marked "Documents". (Any copies submitted with the original will be available for pick-up the following business day. All documents must be accompanied by appropriate return information).
3. All documents and attachments must be secured as one package.
  - Pleadings that exceed 1" in depth must be separated, secured, and labeled accordingly. Example:  
1 of 3, 2 of 3, 3 of 3.
4. Proposed orders/judgments should not be stamped "Received" prior to being placed in depository.
5. Documents not conforming to Arizona Rules of Court, Arizona Revised Statutes, and current Court procedures and practices will not be processed.
6. **NO CASH ACCEPTED.** All checks shall be made out to the Clerk of Superior Court.

# FAMILY COURT JUDICIAL ASSIGNMENTS

Effective 10/1/2007

## JUDGE ASSIGNMENTS

### PHOENIX JUDGE ASSIGNMENTS

Calendar	Courtroom		JUDGE	Phone	Location	Judicial Assistant
DRJ01	OCH 002	<b>Presiding Family Ct Judge</b> previously Davis	McNALLY, Colleen A	506-5961	OCH 002	MICHELLE Sanders
DRJ02	CCB 602	previously Garcia and Fields	MARTIN, Daniel G.	372-2925	CCB 6-B	IRENE Hendricks-Jones
DRJ03	CCB 604	<b>FC Associate Presiding Judge</b> previously Mroz	FLORES, Lisa	372-0825	CCB 6-D	LESLIE Strombeck
DRJ04	OCH 209	previously Donahoe	PINEDA, Susanna	372-2958	OCH 211	SANDRA Mada
DRJ07	CCB 1102	previously Sheldon and S. Grant	WARNER, Randall	372-2966	CCB 11-D	KATRINA Torres
DRJ09	CCB 1202	previously Willrich	FINK, Dean	506-3776	CCB 12C	MICA Inman
DRJ10	CCB 606		MANGUM, J. Kenneth	506-4567	CCB 6-E	SOFIA Gonzalez
DRJ15	CCB 603	previously L. Grant	WELTY, Joseph	372-2537	CCB 6-C	MARK Moreno
DRJ16	CCB 601	previously Hotham	HEGYI, Hugh	506-3963	CCB 6-A	NANETTE Kenyon
DRJ18	OCH 201		BUDOFF, Robert	506-4569	OCH 201	STEPHANIE Samora
DRJ23	OCH 301	previously Buttrick	MCVEY, Michael R.	506-3167	OCH 301	JOHN W. Johnson
DRJ25	CCB 605		REINSTEIN, Peter	506-6368	CCB 6-F	MICHELLE Cunanan

### SOUTHEAST JUDGE ASSIGNMENTS (222 East Javelina Mesa, AZ 85210)

DRJ08 SE	SE 304	<b>FC Associate Presiding Judge</b>	COHEN, Bruce	372-0686	(SE) 3-D	JIM Koeller
DRJ12 SE	SE 405		POTTS, Karen	372-1160	(SE) 4-E	DAYSHA Nanni
DRJ13 SE	SE 402	previously Contes	STEPHENS, Sherry K.	506-4818	(SE) 4-B	CATHY Dowell
DRJ19 SE	SE 302		GENTRY-LEWIS, Jolynn	372-3091	(SE) 3-B	KRISTI Johnson
DRJ22 SE	SE 301	previously Flores	FENZEL, Alfred	506-7080	(SE) 3-A	SUSAN Wood
DRJ24 SE	SE 403		RONAN, Emmet J.	506-0438	(SE) 4-C	SHELBY DeMassari

### NORTHWEST JUDGE ASSIGNMENTS (14264 West Tierra Buena Lane Surprise, AZ 85374) (facility opened 07-22-02)

NWJ02	NW 124	previously Chavez	BROTHERTON, Bill	372-2024	(NWF) D	ROBERT Bassous
NWJ03	NW 122	<b>FC Associate Presiding Judge</b>	PADILLA, Jose	372-0901	(NWF) B	EILEEN Clevenger
NWJ04	NW 121	previously McNally	CHAVEZ, Harriett	506-4208	(NWF) A	MARY Smith

### NORTHEAST JUDGE ASSIGNMENTS (18380 North 40th St. Phoenix, AZ 85032) (facility opened 09-14-05)

DRJ06	NE 109		HAUSER, Brian	506-6086	Suite E	DEBBIE Cooper
DRJ11	NE 112		BALLINGER, Eddward	506-8551	Suite L	LINDA Gray
DRJ14	NE 108	<b>FC Associate Presiding Judge</b>	REA, John	372-0382	Suite J	KATIE Guidone
DRJ17	NE 106		MILES, Linda	506-6452	Suite I	PEGGY Krevitt
DRJ20	NE 107	previously Harrison	HILLIARD, Ruth H.	506-3145	Suite D	CINDY Ingles
DRJ21	NE 102		MARTIN, Gregory	506-3441	Suite G	ANN Kaites

## COMMISSIONER ASSIGNMENTS

### PHOENIX COMMISSIONER ASSIGNMENTS

DRC01	CCB 506	previously Passamonte	BODOW, Keelan	506-0862	CCB 5-F	
DRC03	CCB 503	previously Hegyi	BRAME, Veronica	372-3021	CCB 5-D	KHALEEDAH Salahuddin
DRC06	CCB 505		COLOSI, Robert A	506-3366	CCB 5-E	KATHY Hill
DRC09	CCB 507	previously Bassett	WOODBURN, R. Jeffrey	506-1190	CCB 5-G	JUDI Stein
FCO01	CCB 301		HARTSELL, Roger	506-4067	CCB 3-A	LYDIA Hernandez
FCO02	CCB 301		HARRIS, Myra	506-4067	CCB 3-A	LYDIA Hernandez
	CCB 502	F.C. Settlement Conf.	ANDERSON, William D.	372-0618	CCB 5C	
IV D JA				506-6053	CCB 5	THERESE Ludwig

### NORTHEAST COMMISSIONER ASSIGNMENTS

NEC01	NE 103	<b>FC Presiding Commissioner</b> previously Brnovich	KUPISZEWSKI, Stephen	506-7860	Suite B	SONDRA Acedo
NEC02	NE 105	previously Kupiszewski	PORTER, Jerry	372-3131	Suite C	GLORIA Nunez
NEC03	NE 101	previously Porter	BENNY, Margaret	506-7822	Suite A	TRACY JOHNSON
IV D JA				372-7709	Suite A	MIKE Edison

### SOUTHEAST COMMISSIONER ASSIGNMENTS

SEC01	SE 305	previously Brame	PETERSON, Wesley	506-4203	(SE) 3-E	KIMBERLY Boxer
SEC02	SE 303		RICHTER, Virginia	506-3915	(SE) 3-C	VALERIE Judge-Myers
IV D JA				506-7838	(SE) 3-E	JENNY Mendez

### NORTHWEST COMMISSIONER ASSIGNMENTS

NWC01	NW 123		NEWCOMB, Casey	506-3809	(NWF) C	ERIN Kelly
<b>FAMILY COURT JA TRAINER</b>				372-0296	CCB 6Z	RICKY McKaig



# **MEETING NOTICE**

## **ATTENTION: PROCESS SERVERS**

Information Exchange Meeting  
With the Clerk of the Court  
and Court Staff

Our next meeting is scheduled for:

**Tuesday, January 16, 2008  
12:00 Noon to 1:00 P.M.**

**Location:**

**Clerk of the Superior Court's Training Room  
Downtown Justice Center  
620 West Jackson  
3rd Floor Suite 3017**

**CLERK'S INTERNET SITE  
<http://www.clerkofcourt.maricopa.gov/>**