

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

October 17, 2006  
Minutes

## Welcoming Remarks

- Michael K. Jeanes, Clerk of the Superior Court, welcomed the group to the meeting.

## E-File Update and 1-1-07 Proposal

- Mr. Jeanes provided an update on E-file initiatives and clarified the Clerk's 1-1-07 plan. This Office has been scanning documents, all case types, since January 2002. Beginning January 1, 2007, the Clerk's Office will be scanning all documents for the Electronic Court Record (ECR) and subsequently destroying the paper original. All cases from 2002 to current will be available electronically only. Chief Justice McGregor will be taking an Administrative Order before the other Supreme Court Justices for consensus in November that will authorize this initiative. Notices pertaining to this anticipated change have been distributed to the State Bar and attorneys.
- All Criminal case Judges have been trained on e-filing. In Civil, 13 Judges have received training. Civil cases are currently still designated as e-file by direction of a Judicial Officer. Three vendors have been identified as e-file providers: efile.com, LexusNexus and WizNet. They will be available to provide services beginning February 1, 2007. The Clerk's system will only be available to internal agencies, pro pers and other special designated users. In approximately April 2007, additional vendors/providers will be solicited via an RFP for these services. Acceptable electronic formats are WORD and PDF files. Eventually, e-filing on all Civil cases will be mandatory. Parties will not be required to hand deliver a paper copy to the court; everything will be sent to the court electronically. Mr. Jeanes noted that details of e-filing, as it relates to the varied documents, are under review and that some issues have not been entirely resolved.

## Relocation of Process Servers' Application Process Services

- Mr. Jeanes introduced Melanie Fay, Public Records Administrator, to announce that beginning on or around December 1, 2006 the process servers application process will be relocated to the License Services section at the Customer Service Center, 601 West Jackson. Updates to the actual effective date will be 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 also advised the group that on December 12, 2006, the Clerk's administrative offices will be moving to the new Downtown Justice Center at 620 West Jackson. Also located in the new facility will be: five Justice Courts (Arcadia Biltmore, South Mountain, Downtown, Encanto and West McDowell), some Court administrative sections including Court Technology Services, Adult Probation, Pre-Trial Services, the Public Defender's Office and Court Appointed Counsel.

## Justice Courts Information

- Karen Westover, Deputy Court Administrator for Justice and Limited Jurisdiction Courts, and Dennis Metrick, Justice Court Operations Director, were present to cover this item.
  - The process servers expressed an interest in night depository boxes for the Justice Courts; specifically at the Northwest Court and all of the Justice Courts locations in general. It was clarified that all of the Justice Courts co-located at one facility must be in agreement for this to occur. This is an item that is being discussed with all of the Justice Courts.
  - A new Chandler facility will be opening some time in March 2007 and will house the following Justice Courts: San Tan, San Marcos, Kyrene and University Lakes.
  - Mr. Metrick provided an update on the Justice Courts' E-file / electronic records initiatives. The Justice Courts have been processing digitized traffic citations since 2004. A new pilot is scheduled to begin with the opening of the new Downtown Justice Center Courts (Arcadia Biltmore, South Mountain, Downtown, Encanto and West McDowell) that will permit the e-filing of Forcible Detainers

by law offices. He also advised that the Justice Courts would like to establish a similar electronic record like that of the Superior Court (with internet access) at some future point.

- This raised issues with researching Justice Court records. Some process servers have experienced a charge of \$17.00 for the pulling of a record. Some indicated it is not being applied consistently throughout the Courts. Mr. Metrick advised this was under the authority of the statute that cites the Limited Jurisdiction Fee Schedule, as "...performing any act for which a fee is not specifically prescribed". This information is available at the Court's internet site at: <http://www.superiorcourt.maricopa.gov/justiceCourts/Info/courtfees.asp>
- Some attendees requested that the Justice Courts establish a "suggestion box" process to allow them to make comments and provide concerns and other feedback.
- Another issue raised was the over all inconsistencies between the various courts. Mr. Metrick advised this may be a training issue (due to turnover) and will continue to be addressed. A final concern regarding the phone system was raised and the group was informed this issue is already being addressed.
- Mr. Metrick and Ms. Westover informed the group that all of these issues will be discussed at the next Court Managers meeting – scheduled for October 18<sup>th</sup>.
- Ms. Westover again encouraged the process servers to contact her or Mr. Metrick with any issues they may be having. If you would like to volunteer your services for a newly formed committee to review Justice Courts matters, please contact Ms. Westover. You may contact Karen Westover at 602-506-3484 or via email at [kawestov@superiorcourt.maricopa.gov](mailto:kawestov@superiorcourt.maricopa.gov) and Dennis Metrick at 602-506-8569 or via email at [dennismetrick@mcjc.maricopa.gov](mailto:dennismetrick@mcjc.maricopa.gov).

### **Court Administration Topics**

- Donna Williams, Family Court Assistant Administrator, was present to address any issues, but no items were presented.

### **Other Items**

- Having no additional items, the meeting was adjourned at 1:05 p.m.

THE NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 16, 2007 @ NOON

Handouts provided at the meeting follow these minutes

**PROCESS SERVERS  
COURT AND CLERK'S OFFICE  
INFORMATION AND EXCHANGE MEETINGS**

**SCHEDULE OF MEETINGS FOR CALENDAR YEAR 2007**

**JANUARY 16, 2007                      TUESDAY                      12:00 – 1:00 PM  
301 WEST JEFFERSON – 10<sup>TH</sup> FLOOR  
BOARD OF SUPERVISORS' CONFERENCE ROOM**

**APRIL 17, 2007                      TUESDAY                      12:00 – 1:00 PM  
301 WEST JEFFERSON – 10<sup>TH</sup> FLOOR  
BOARD OF SUPERVISORS' CONFERENCE ROOM**

**JULY 31, 2007                      TUESDAY                      12:00 – 1:00 PM  
301 WEST JEFFERSON – 10<sup>TH</sup> FLOOR  
BOARD OF SUPERVISORS' CONFERENCE ROOM**

**OCTOBER 16, 2007                      TUESDAY                      12:00 – 1:00 PM  
301 WEST JEFFERSON – 10<sup>TH</sup> FLOOR  
BOARD OF SUPERVISORS' CONFERENCE ROOM**

**These meetings are scheduled a year in advance.**

**A meeting notice and confirmation of the meeting date will be posted to the Clerk's WebSite approximately one week prior to the scheduled date.**

**Please check the Clerk's WebSite and click on Process Servers link:**

**<http://www.clerkofcourt.maricopa.gov>**

**The Agendas and Minutes of these meetings are also available on this site.**

# 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