

PROCESS SERVERS QUARTERLY MEETING MINUTES

Day & Date:	Tuesday, April 14, 2015	Location:	Downtown Justice Center 620 West Jackson, 2 nd Floor, Rooms 1 & 2
Time:	12:00pm – 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.	<p>Welcoming Remarks</p> <p>Please note that the next meeting has been rescheduled for July 21st.</p>	Michael K. Jeanes, Clerk of the Superior Court
2.	<p>eAccess Update</p> <p>The AOC is now working with Granicus on eAccess. They are meeting weekly and are in full development. The AOC expects to receive full functionality in May and will perform full testing during the summer.</p> <ul style="list-style-type: none"> • Anyone interested in participating in the testing process should e-mail Eric Ciminski 	Eric Ciminski and Denise Lundin, AOC
3.	<p>Customer Service at the Filing Counter</p> <p>There has been an increase in the level of socialization between customers and COC staff at the file counters. This interferes with workflow and slows down the process. COC has asked their staff to minimize this activity and encourages those in attendance to mention it to their staff as well.</p> <p>Clerk shopping is another issue that is occurring at the file counters. Customers pull multiple numbers or try and switch numbers with others to get the clerk that they want. This also impedes workflow. Everyone is asked to make sure that staff are only pulling one number and going to the window they are directed to.</p>	Michael K. Jeanes, Clerk of the Superior Court

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4.	<p>Copies of Records and Northeast Remodel</p> <p>The Northeast customer service area remodel will take place between April 24th and May 11th. It is recommended that anyone looking for copies of records during this time go to an alternate location. File Counter operations should not be affected.</p>	Michael K. Jeanes, Clerk of the Superior Court
5.	<p>Sealed Documents</p> <p>Coversheets for sealed documents are required to include certain information. In order to prevent anyone from being turned away and to assist with proper preparation, the file counters now have blank coversheets available. Copies can be taken back and distributed to attorneys, staff or anyone who needs them.</p>	Ken Errico, Court Operations Mgr. Clerk of the Superior Court
6.	<p>Commercial Court Pilot</p> <p>A three year pilot is beginning on July 1st that will allow certain civil cases to move through the system faster. The only visible change will be to the coversheet. The new coversheet will have a box where an attorney can indicate that a case qualifies for the pilot.</p>	Nancy Rodriguez, Deputy Director Clerk of the Superior Court
7.	<p>Fees Website</p> <p>The anticipated go live date for the updated fees page on the Clerk's website is May 1st. Enhancements to the page will show the break down and authority cites for each fee.</p>	Correnia Snyder, Document Management Administrator, Clerk of the Superior Court
8.	<p>Justice Court Updates</p> <p>Previously, Process Servers brought up the issue of being charged for copies in error. The file counters have since been instructed not to charge process servers the \$25.00 fee. In addition, the Justice Courts have created new copy request forms for process servers to use. The new forms should be available within the next month or two.</p> <p>The Justice Courts are working on a variety of projects that will improve their services.</p> <ul style="list-style-type: none"> • Civil EDM <ul style="list-style-type: none"> ○ They would like to develop an area similar to the Clerk's Public Records area where individuals can come to view documents • Efile and AZTurboCourt <ul style="list-style-type: none"> ○ Technical teams are working on this now 	Jeff Fine, Justice Court Administrator

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	<ul style="list-style-type: none">○ Will begin with small claims● Operations and EDMS<ul style="list-style-type: none">○ All under one director now○ New Tech committee established	
9.	<p>Other Business, Questions and Comments</p> <p>SB1064 SB1064 becomes effective on July 3rd, 2015 and makes changes to alternate and substitute service. The changes can be seen on page 5 of the bill which was handed out at the meeting.</p> <p>Budget A tentative budget agreement shows no cuts for the Clerk's Office.</p> <p>Inside depository box at Northeast The inside depository box at Northeast has been removed due to space issues. The outdoor box is still available.</p> <p>Q-Matic The Clerk's Office would like to bring Q-Matic to Northeast and Northwest at some point in the future.</p>	
<p>FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL THE COSC PROCESS SERVER MAILBOX AT: PROCESSSERVERCORRESPONDENCE@MAIL.MARICOPA.GOV</p>		
<p>NEXT QUARTERLY MEETING – TUESDAY, JULY 21, 2015 AT 12:00 PM</p>		
<p>Downtown Justice Center - 620 West Jackson, 2nd Floor Training Room 2083</p>		

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

SCHEDULE OF MEETINGS FOR CALENDAR YEAR 2015

These meetings are scheduled a year in advance;

JANUARY 13th, 2015 **TUESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
JUSTICE COURT– TRAINING ROOM

APRIL 14th, 2015 **TUESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
JUSTICE COURT – TRAINING ROOM

JULY 21st, 2015 **TUESDAY** **12:00 – 1:00 PM**
DOWNTOWN JUSTICE CENTER
620 WEST JACKSON – 2nd FLOOR – SUITE #2083
JUSTICE COURT – TRAINING ROOM

OCTOBER 13th, 2015 **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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