

**CLERK OF THE COURT
SUPERIOR COURT OF ARIZONA**

**MARICOPA COUNTY
DOWNTOWN JUSTICE CENTER
620 West Jackson, Suite 3017
Phoenix, Arizona 85003**

(602) 506-3676
Fax – (602) 506-7684
TDD – (602) 506-3211

Michael K. Jeanes
Clerk

**TO: RENEWING PROCESS SERVER APPLICATION
FROM: PROCESS SERVER COORDINATOR
RE: RENEWAL APPLICATION FOR PROCESS SERVER CERTIFICATION**

This section has been prepared to assist you in renewing your Private Process Server Certification. Included in this section are:

- Introduction
- Process Server Application
- Photograph Requirements
- Continuing Education Policies
- Suggestions for Avoiding Common Complaints

The following information can be obtained via the Clerk of Superior Court website:
www.clerkofcourt.maricopa.gov/

- Administrative Order 2002-110
- Arizona Code of Judicial Administration; Section 7-204
- Private Process Server Code of Conduct
- Arizona Revised Statute § 11-445(H)
- Arizona Rules of Civil Procedures – Rule 4(e)

Please read these materials in their entirety, then...

Complete the application;

Sign it before a notary public; and

Submit the completed application form with your:

- Continuing education forms, and
- Two (2) new passport-type photos, and
- Your **nonrefundable application fee** in the amount of \$166 in the form of a personal check, Cashier's Check, or Money Order, made payable to the Clerk of the Superior Court.

You may either mail the renewal application with the appropriate fees to:

Clerk of the Superior Court

Attn: Private Process Server Certification

601 West Jackson

Phoenix, Arizona 85003

Visit us at our website: www.clerkofcourt.maricopa.gov

Or you may bring the completed items noted above to:

The Marriage License & Passport section of the Customer Service Center, 601 West Jackson, in Phoenix (free Visitor Parking is available on the east end of the building).

After you have turned in your renewal application, the passport-type photos, and associated fees, and the judge has reviewed and approved the renewal application, you will be contacted to come to the Clerk's Office to sign your new certification card. Once you sign the card, a new certification will immediately be made for you.

Continuing Education Information

Included in this packet are the Continuing Education Polices. Every process server must complete ten hours of approved continuing education **EACH YEAR** and submit documentation of completion with the application for renewal certification. A Certificate of Attendance form is being provided for your convenience and may be copied to document the completion of each of the continuing education activities. Process Servers required to renew their certification in 2004 must submit proof of completion of 10 hours of continuing education; applicants requesting certification in 2005 must submit proof of 20 hours of continuing education; and finally those requesting renewal in 2006 must submit proof of 30 hours of continuing education. Failure to meet the continuing education requirements, falsification of the continuing education documents, or willful misrepresentation of the continuing education activities and attendance at continuing education activities may result in denial of renewal certification, disciplinary action, or both.

It is imperative that your application reaches our office BEFORE your current certification expires.

If you have any questions, you may send an email to serverp@cosc.maricopa.gov or call 602-506-1909.

**Arizona Supreme Court
Administrative Office of the Courts
Certification and Licensing Division
1501 West Washington, Suite 104
Phoenix, Arizona 85007-3231**

www.supreme.state.az.us/cld/pps.htm

**Arizona Code of Judicial Administration
Code Section §7-204
Private Process Server**

This information can be made available in an alternative format upon request.

PRIVATE PROCESS SERVER PROGRAM

Pursuant to Arizona Revised Statutes §11-445 and Rule 4, Arizona Rules of Civil Procedure, individuals granted certification as a private process server are authorized to serve process for any court of the state anywhere within Arizona. The Arizona Supreme Court has adopted the Arizona Code of Judicial Administration, Section §7-204: Private Process Server, providing for the statewide certification of process servers. Pursuant to this code section, the application, certification and discipline of private process servers is administered locally by the Superior Court in each county.

The Administrative Code, Administrative Order, and updates regarding the Program, including a statewide list of certified process servers, are posted to the Arizona judicial department Web Page.

If you have questions regarding the Private Process Server Program:

Visit the Private Process Server Web Page at: <http://www.supreme.state.az.us/cld/pps.htm>

- Email the Program at: ProcServ@supreme.sp.state.az.us
- Contact the Office of the Clerk of the Court in your county of residence
- Contact the Certification and Licensing Division of the Arizona Supreme Court, Administrative Office of the Courts at 602-364-2378
- Questions may also be mailed to:

Arizona Supreme Court, Administrative Office of the Courts
Certification and Licensing Division
Private Process Server Program
1501 West Washington, Suite 104
Phoenix, AZ 85007-3231