

CLERK OF THE COURT SUPERIOR COURT OF ARIZONA

Michael K. Jeanes
Clerk

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

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

TO: PROCESS SERVER APPLICANTS
FROM: PROCESS SERVER COORDINATOR
RE: APPLICATION FOR PROCESS SERVER CERTIFICATION

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

- Introduction
- Process Server Application
- Photograph Requirements
- Private Process Server Test Dates
- 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
- 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:

- 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
- and, a Money Order, payable to DPS in the amount of \$22.00
- Pick up fingerprint card at 601 W. Jackson, Phoenix, AZ 85003. After taking test, take card to Sheriff's Office at 201 W. Jefferson for fingerprints to be taken. A card will also be available on your testing date.
- Study guides are available for purchase for \$7.60

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

You may either mail the above items with the appropriate fees to:

Clerk of the Superior Court
Attn: Private Process Server Certification
601 West Jackson
Phoenix, Arizona 85003

Or you may bring the completed items noted above to:

The Marriage License & Passport section of the Customer Service Center, 601 West Jackson, Phoenix (free Visitor parking is available on the east end of the building). The application will be accepted and receipted. Once the completed fingerprint card is accepted it will be sent to DPS along with the associated fee for processing.

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. This form should be used to document the completion of each of the continuing education activities. Each year is calculated from the date of issuance of your initial certification. 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. Certificate of Attendance forms must be reviewed and approved by the Administrative Office of the Courts, Private Process Server Program. Please contact Kimberly Siddall at 1501 W. Washington, Suite 104, Phoenix, AZ 85007.

Test Information

Once you have submitted your application materials along with the associated fees and are ready to take the test, please contact the Process Server Coordinator at 602-506-1909 to schedule your test date provided in the section and/or located on the COC website. Walk-ins are not admitted to the test. You must turn in your application, fingerprint card and all associated fees before being scheduled for a test. You are not confirmed for the test until you have contacted the Clerk's Process Server Coordinator to schedule the test and been provided the details for the test. There are a limited number of seats for the test and the tests do close when filled. **Space for the test is on a first-come, first-served basis the testing site is capped at 28 applicants due to space limitations.**

Please note: You must arrive at the test site **BEFORE 9:30 a.m.** on your scheduled test date or you will not be admitted. There will be **NO** exceptions.

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

L.R.D. 03/19/12