

# 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) 37-CLERK  
Fax – (602) 506-7684  
TDD – (602) 506-3211

**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
- 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/](http://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 totaling 30 hours, and
- Your **nonrefundable application fee** in the amount of \$177 in the form of cash, or Money Order, made payable to the Clerk of the Superior Court or Visa, MasterCard or American Express
- Pick up fingerprint card at 601 W. Jackson, Phoenix, AZ 85003 and take to Sheriff's Office at 201 W. Jefferson for fingerprints to be taken

***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](http://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 and associated fees, and the judge has reviewed and approved the renewal application, you will be contacted to schedule an appointment with the Clerk's Office to obtain your new ID card. Once you sign the card and have your photo taken, a new ID card 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 and forward 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. Certificate of Attendance forms must be submitted with your renewal packet.

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

If you have any questions, you may call 602-37-CLERK or send an email to:

[processservercorrespondence@mail.maricopa.gov](mailto:processservercorrespondence@mail.maricopa.gov)

**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](http://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](mailto: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