

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

April 18, 2006
Minutes

Welcoming Remarks

- Michael Jeanes, Clerk of the Superior Court, welcomed the group to the meeting.
- He announced that the Clerk's Cash Receipting System hardware, scheduled for replacement this weekend, experienced problems over the last two days. The decision was made to upgrade the system today rather than over the weekend. Mr. Jeanes apologized in advance for any inconvenience this would cause, due to hand writing of receipts and inability to accept credit card payments, but explained it is unavoidable. This will impact Adult Probation, Court Law Library and Self Service Center as well as the entire Clerk's Office (Adult and Juvenile). The Clerk's IT staff plan to work through the night to ensure restoration of services by Wednesday.
- Mr. Jeanes informed the group that the Clerk's Office is planning to install an External Depository Box at the Northwest Regional facility. A date will be announced shortly. Additionally, he discussed usage of the External Depository Box at the Northeast Regional facility and reminded runners that both the Superior Court and Justice Courts have boxes at this facility. Mr. Jeanes cautioned the runners to make sure they are using the correct Depository Box when they are filing documents at Northeast.
- Mr. Jeanes asked that when runners have completed their transactions at the file counter windows, that they exit the facility and not loiter in the lobby. This will enable staff to process documents more efficiently and provides for greater convenience of other customers. Additionally, Mr. Jeanes has been advised by Court Security staff that everyone must be out of the building by 6:00 p.m. for security reasons.

E-File Update

Mr. Jeanes advised of the progress with E-file expansion plans. In Criminal, the Public Defender and County Attorney's Office are on-board. Plans are to expand Criminal, in its entirety, to the Southeast Adult complex by the summer of 2006. Training for the Judges and their staff is being scheduled. With regard to Civil E-File expansion, additional Judges will be designated for the roll-out. Clerk's Office staff are working with the E-file Vendors on the inclusion of the national standards for E-filing. Discussions have begun on E-filing of Probate matters, and it has been determined that Family Court matters, due to the volume of pro se litigants, would be the most difficult to implement. Mr. Jeanes noted that the Supreme Court is very supportive of the Clerk's E-file initiatives.

Affidavits of Service

- Merriel Trombley, Document Management Supervisor of the Civil File Counter at Central Court, was introduced for presentation of this item. Format of the Affidavits of Service must be in compliance with Local Rule 2.15. There must be ample space in the upper right-hand corner of these documents to allow for the Clerk's Office file stamp. Effective May 1st, 2006 items will be returned if the Clerk's stamp cannot be legibly applied due to improper space availability. Ms. Trombley distributed a sample format in the meeting and advised the group this form is available on the Clerk's Website at www.clerkofcourt.maricopa.gov/faxondemand/CATALOG.htm - and click on Civil Court Forms.

Justice Courts Information

- Brian Karth, Deputy Court Administrator, was introduced to provide information on the Justice Court Re-Organization. Effective July 1st, 2006 administration of the Justice Courts will return to the individual Courts. This was a decision made by the Supreme Court and will be distributed via Administrative Order. Brian Karth will now serve as Deputy Court Administrator for Court-wide Services and Karen Westover will continue her post as General Counsel but will also serve as the Deputy Court Administrator for Justice and Limited Jurisdiction Courts. Mr. Karth and Ms. Westover have already assumed their new responsibilities. If issues arise in the future, the process servers may need to take their concerns directly to the individual Justice of the Peace. When asked about the recent name

changes for the Justice Courts, Mr. Karth advised the group this was approved by the Board of Supervisors to avoid the confusion with municipal courts. Mr. Karth also advised that the decision for usage of an External Depository Box at the Justice Courts would be at the individual court level; as well as the acceptance of the stamped date and times provided by the Depository Box.

Court Administration Topics

- Donna Williams, Family Court Assistant Administrator, was introduced to address Court Administration topics.
 - ✓ Expedited Services Certificates of Service
 - The Expedited Services staff asked Ms. Williams to cover this item at the meeting. When filing an Affidavit of Service, be sure to include the cost of service so that Expedited Services can recommend a judgment against the obligor for the cost of service as well as the filing fees.
 - ✓ Family Court Judicial Rotations
 - Ms. Williams provided a hand-out of the current Family Court Judicial Rotations. The process servers inquired if updated Judges' location could be made available on the Superior Court Website. She will follow up with Court Administration.
 - Mr. Jeanes noted that rotations will occur on an as needed basis and are no longer just an annual event. Currently, all 93 Divisions are "housed".

Other Items

- Mr. Jeanes was asked to announce: when submitting documentation on C.E. hours at the time of license renewal; you must submit ORIGINAL documents. Judge Baca WILL NOT accept copies. Nancy Swetnam and Brenda Lee at the Administrative Offices of the Court (AOC) are aware of the Judge's requirement for original documents. Mr. Jeanes suggested the process servers contact the AOC with any specific questions or issues.
- One of the process servers announced upcoming accredited training sessions. One in Bullhead City this week and another scheduled for Flagstaff in June. More information is available by visiting the website <http://www.arizonaprocessservers.org/Training2.aspx>
- Having no additional items, the meeting was adjourned at 12:50 p.m.

Note: Handouts provided at the meeting follow these minutes.

NEXT REGULAR MEETING IS SCHEDULED FOR JULY 18, 2006 @ NOON

2006 FAMILY COURT JUDICIAL ROTATIONS

- Judge Lisa Flores has assumed Judge Arthur Anderson's FC calendar at the Southeast facility.
- Judge Jose Padilla will assume Judge Joseph Heilman's FC calendar at the Northwest facility.
- Judge Brian Hauser will assume Judge Sally Duncan's FC calendar which is being moved to the Northeast facility.
- Judge Emmett Ronan will become the new Presiding Judge at the Southeast facility.
- Judge Gary Donahoe will assume Judge Eileen Willet's FC calendar.
- Judge Kenneth Mangum will assume Judge Raymond Lee's FC calendar.
- Comm. Hugh Hegyi at Southeast will swap calendars and locations with Comm. David Arrow downtown.