

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

Minutes for April 29th, 2009

Welcoming Remarks

- Honorable Michael K. Jeanes, Clerk of the Superior Court, welcomed the group to the meeting. The meeting started a bit late due to a fire drill; Mr. Jeanes allowed time for attendees' to get through the lines at the elevators, starting time 12:17. **The next quarterly meeting is scheduled for July 14th, 2009 at 12:00** and will be held in the Downtown Justice Center, 620 West Jackson, in the 2nd floor CTS Training Room Suite 2083. Parking is available in the parking structure across the street at 601 West Jackson.

The Process Server's 2009 meeting calendar is available on the Clerk's Internet site at:

http://www.clerkofcourt.maricopa.gov/Process_Server/calendar/PS-Y2009CAL.pdf

eFile and ECR Online Update

- Mr. Jeanes reviewed plans of the Supreme Court and for Turbo Court eFiling the vendor contracted to develop the statewide eFiling portal is Intresys (**TurboCourt**) <http://www.turbocourt.com/> This program will work similar to Turbo Tax and the first phase should start off this summer; the plan is that the customer will print the documents prepared through the system and come in to the Clerk of the Superior Court file them. Then to follow beginning sometime in the fall they will be able to eFile using the system.
- Mr. Jeanes explained the electronic process to email minute entries to attorneys, attorneys must register an email address effective 07/01/2009 there will be no charge for emailed minute entries. An attorney wishing to receive paper copies of minute entries may do so upon paying a fee (the amount is yet to be established). Attorneys are required to provide a valid email address to the State Bar of Arizona by July 1, 2009

Administrative Order # 2009-43

<http://www.supremecourt.az.gov/orders/admorder/Orders09/2009-43.pdf>

and Administrative Order # 2009-01

<http://www.supreme.state.az.us/orders/admorder/Orders09/2009-01.pdf>

Budget Status Update

- Budget cuts are continuing in the Clerk's office though we have not had to RIF employees as of yet, there have been many positions RIF done across different areas of the County. There were currently 94 vacant positions in the Clerk's office; however many of these will be relinquished instead of having to RIF employees for this current round. There has been a hiring freeze for an extended time this has allowed the Clerk's office to follow this type of reduction and not RIF employees. Also the Self Service Centers in two locations will be closing, the Downtown Justice Center and the San Tan Self Service Center. Other locations will remain open and the Clerk's office does offer all forms available on the web.

<http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/forms/Index.asp>

More information will be brought fourth as soon as it becomes available.

Follow-up L.R.D. items

- In response to inquiries and requests of many process servers Mr. Jeanes had requested the Superior Court to include a "last revised date" on their web pages, especially those dealing with judge's assignments and rotations. The Court has completed this request all Superior Court web pages have the L.R.D. at the very bottom "Page Last Updated 3/5/2009 10:54 AM".

Southeast Adult Facility Remodel

- Mr. Jeanes commented the upcoming remodel will be done in the Southeast Facility; this is scheduled for June 1st - 5th 2009. The facility is approximately 20 years old and the remodel for this area will allow more room for customers. To allow the space to complete this remodel it was necessary to move all Southeast files downtown, they are now physically available at the Customer Service Center, at 620 West Jackson. The dates planned for the remodeling may change but at the current time this is our agenda and also the Marriage License and Passport area at the Southeast Facility will be closed during the remodel.

Process Server Procedures

- Cheryl Marzella, Customer Service Center Supervisor
 - Review of the Process Server Certification process was explained, part of this process is that when all participants applying for certifications and or re-certifications they must be finger printed and then be signed off by the division. Questions were asked why this was not clear on the web pages. The Clerk's web page for the Process Servers will be updated to make this more apparent on the certification and re-certification pages.

Civil Rejects-May 1st

- Sheri Jaffe, Manager Northeast Regional Court Facility
 - The NEW Civil cover sheet must be used as of May 1st we will no longer accept the old versions they will be rejected at the filing counters. A hand out of the new sheet showing the web address is available at the table as you came in please take a moment review the forms.
New Civil cover sheet is available at;
<http://www.clerkofcourt.maricopa.gov/faxondemand/204.pdf>
Also at the Self Service Centers and their web page within the civil packets;
<http://www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/Forms/CivilCases/>

Probate 4:30 Notice

- Sheri Jaffe, Manager Northeast Regional Court Facility
 - The current procedure for the Probate Filing counter in the Old Court House has changed they will no longer be taking informal filings after 4:30 P.M., you will be asked to use the night depository boxes.

Depository Stamps Reminder

- Sheri Jaffe, Manager Northeast Regional Court Facility
 - Sheri explained the need to remind everyone and asked to be sure when using the night depository boxes please make sure you stamp only the first page of every document. Carefully placing the stamp so that it does not cover any verbiage and always in the top right corner for Superior Court documents.

Questions came up concerning the different procedures for Superior Courts and the Justice Courts night depository boxes. Honorable Judge Goodman explained different procedures for Justice Court locations.

Justice Courts Information

- Honorable Judge Goodman
 - Judge Goodman explained the budget issues also affect the Justice Courts and that 144 positions throughout Maricopa County Justice Courts have not been filled causing staff shortages with the hiring freeze in place for almost two years.

- Honorable Judge Goodman also asked the process servers to make sure they do not attempt to serve parties while they are in court. Several attempts recently have been interrupted courts with process servers entering and attempting to serve the parties while in a hearing. This is very disrespectful of the Judge and the parties and it is not allowed.

Question to Judge Goodman; asking if the bench could put a memo or notice out to the Justice Courts employees directing them not to discuss the fees for the process servers to accomplish service?

This process server explained many times a dollar amount is quoted to the customer that is not correct for the type of service their case requires. With other extinguishing circumstances and extra work involved causing the fee to be higher than the amount quoted and customers are very argumentative. Judge Goodman said they would put something out to address this issue with employees.

- Mr. Jeanes announced a new venue for the Clerk's office with the use of Facebook and Twitter;

From the Clerk's Facebook page, you can follow events in the Clerk's Office, such as upcoming CLEs, presentations and meetings where the Clerk is advancing the business of the courts, historical and interesting information and more.

From www.Facebook.com, search for "Michael K Jeanes," or link directly to:
<http://www.facebook.com/pages/Michael-K-Jeanes/83022496372>

Clerk of the Court's Office can now send messages, known as "tweets" through the networking website, Twitter. Tweets are messages, no more than 140 characters in length that can be sent to a designated cell phone or email address. This method of communication is the fastest way for the Clerk to distribute a message. Examples of possible tweets: planned website service outages, building evacuations, notices of changes to the eFiling Guidelines online and others, follow the Clerk's Office at: <http://twitter.com/MichaelKJeanes>

Mr. Jeanes asked if there were any other questions, with nothing else the meeting closed.

Announcing THE NEXT REGULAR MEETING IS SCHEDULED:

Wednesday, JULY 14th, 2009 from 12:00 – 1:00 PM
620 WEST Jackson – 2nd FLOOR- CTS TRAINING ROOM #2083