

# PROCESS SERVERS QUARTERLY MEETING MINUTES

<b>Day &amp; Date:</b>	Tuesday, April 10, 2012	<b>Location:</b>	Downtown Justice Center 620 West Jackson, 2 <sup>nd</sup> Floor, #2083
<b>Time:</b>	12:00p – 1:00 pm	<b>Facilitator:</b>	Michael K. Jeanes

## PURPOSE OF MEETING

Community Awareness; Process Servers, Court and Clerk's Office Information and Exchange Meeting

## OPEN TO THE PUBLIC

### Names

Clerk of the Superior Court	Justice Court
Superior Court	Process Servers
AOC	Judicial Officers

	Topic	Presenter
1.	Welcoming Remarks	Michael K. Jeanes, Clerk of the Superior Court
2.	<p>Process Server ID Cards</p> <p>Maricopa County has the equipment to make the cards, but the equipment is not functional at this time. Hopefully within the next month. The actual date will be up on the website. If up for renewal, individual will receive a new card. If not up for renewal, it will cost \$26, and cost is set by statutes. Pima and Maricopa are the only counties with the equipment at this time. Others may eventually follow suit. Still need to go to county of residence to renew certification. Wording on the card will clarify that the holder is permitted to serve throughout the state of AZ.</p>	Michael K. Jeanes, Clerk of the Superior Court
3.	<p>Budget Status Update</p> <p>Still watching the status of the temporary state tax. Property tax revenue expected to drop. General Fund budget will shrink. None of this will have an impact on our service.</p>	Michael K. Jeanes, Clerk of the Superior Court
4.	<p>CCB Remodel Update</p> <p>The Civil file counter has been moved, and now shares space with Family Court. Realization that space is restricted, but counter staff are being cross-trained, so all clerks will eventually be able to accept either case type. This is also preparation for opening of new counter service area.</p>	Michael K. Jeanes, Clerk of the Superior Court

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5.	<p>ACJA 7-204</p> <p>Amendment under way to place all instruction and guidelines for licensing, compliance and discipline of the Private Process Service under one rule. Taking wording from Rule 4 of CV Procedure regarding certification and placing in in 7-204. Also, provisional certification is no longer allowed. Must have certificate to serve. Changes are also being made to prevent the avoidance of continuing education. Change to Code of Conduct will reflect that a server cannot bear any semblance in appearance or belief to being a police officer. All of the changes will be up on the Supreme Court website for public comment.</p>	<p>Nancy Swetnam, Director of the Licensing and Certification Division, AOC</p>
6.	<p>Justice Court Information</p> <p>Question about outside filing boxes. Only at NE because it was part of the construction plan. Hope for future filing drop boxes. Number of case filings continues to drop. 26<sup>th</sup> District Court will be renamed Country Meadows, and Estrella Mountain will be White Tank Justice Court. Both changes occur 1/1/2013. E Filing continues at NE; N Mesa is next in line for pilot program. It will hopefully expand more quickly after this.</p>	<p>John Reynolds, Justice Courts</p>
7.	<p>Other Business, Questions and Comments</p> <p>Comment about NW/SE not filling out rejection slips. Correina will look into this. Question about confidentiality of Process Server applications/renewal information: the information is NOT sent or sold to marketers. Will look into the issue of confidentiality.</p>	
<p><b>FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL THE COSC PROCESS SERVER MAILBOX AT : <a href="mailto:SERVERP@COSC.MARICOPA.GOV">SERVERP@COSC.MARICOPA.GOV</a></b></p>		
<p><b>NEXT QUARTERLY MEETING – TUESDAY JULY 10TH, 2012</b></p>		
<p>Downtown Justice Center - 620 West Jackson, 2<sup>nd</sup> Floor Training Room 2083</p>		

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## SCHEDULE OF MEETINGS FOR CALENDAR YEAR 2012

These meetings are scheduled a year in advance;

**JANUARY 10<sup>th</sup>, 2012**                      **TUESDAY**                      **12:00 – 1:00 PM**  
**DOWNTOWN JUSTICE CENTER**  
**620 WEST JACKSON – 2nd FLOOR – SUITE #2083**  
**JUSTICE COURT– TRAINING ROOM**

**APRIL 10<sup>th</sup>, 2012**                      **TUESDAY**                      **12:00 – 1:00 PM**  
**DOWNTOWN JUSTICE CENTER**  
**620 WEST JACKSON – 2nd FLOOR – SUITE #2083**  
**JUSTICE COURT – TRAINING ROOM**

**JULY 10<sup>th</sup>, 2012**                      **TUESDAY**                      **12:00 – 1:00 PM**  
**DOWNTOWN JUSTICE CENTER**  
**620 WEST JACKSON – 2nd FLOOR – SUITE #2083**  
**JUSTICE COURT – TRAINING ROOM**

**OCTOBER 9<sup>th</sup>, 2012**                      **TUESDAY**                      **12:00 – 1:00 PM**  
**DOWNTOWN JUSTICE CENTER**  
**620 WEST JACKSON – 2nd FLOOR – SUITE #2083**  
**JUSTICE COURT – TRAINING ROOM**

A meeting notice and confirmation of the meeting date will be posted to the Clerk's Web Site approximately one week prior to the scheduled date.

- The agendas and minutes of these meeting are also available
- Please check the Clerk's Web Site and click on Process Servers link

[http://www.clerkofcourt.maricopa.gov/process\\_svr.asp](http://www.clerkofcourt.maricopa.gov/process_svr.asp)

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