

STUDY GUIDE FOR PRIVATE PROCESS SERVER CERTIFICATION EXAMINATION

L.R.D. 07-05-24

It is strongly recommended you spend time with an attorney or at the law library to acquaint yourself with state laws (Arizona Revised Statutes A.R.S.), Arizona Rules of Court, Rules of Civil Procedure (RcP) and local (individual county) court rules. Information contained in this packet should be considered a guide and is not intended to be a complete listing of all laws and rules a private process server would need to know.

READ:

- [Arizona Code of Judicial Administration §7-204: Private Process Server](#)
- The local court rules for each county where you intend to or may be employed to serve papers.

Arizona Revised Statutes

Title 10 - Corporations and Associations

- [A.R.S. §10-501 - Known Place of Business and Statutory Agent](#)
- [A.R.S. §10-504 - Service upon Corporation](#)

Title 11 – Counties

- [A.R.S. §11-447 - Service of Process Regular on its Face](#)
- [A.R.S. §11-448 - Duty to Show Process](#)

Title 12 - Courts and Civil Proceedings

- [A.R.S. §12-303 - Witness Fees and Mileage](#). Arizona Rules of Civil Procedure (RcP), Rule 45(d)(2), states that for service of a subpoena, when the subpoena commands the appearance of a party at a trial or hearing, or is issued on behalf of the state or any of its officers or agencies, fees and mileage need not be tendered.
- [A.R.S. §12-1175\(c\) - Complaint and Answer; Service and Return](#)
- [A.R.S. §12-2294.01. Release of medical records or payment records to third parties pursuant to subpoena](#)
- [A.R.S. §12-3301 - Fees Chargeable in Civil Actions by Private Process Servers, Authority of Private Process Servers; Background Investigations](#)

Title 13 - Criminal Code

- [A.R.S. §13-1501, §13-1502, §13-1503, and §13-1504](#) - Criminal Trespass
- [A.R.S. §13-2810 - Interfering with Judicial Proceedings; Classification](#)

- [A.R.S. §13-2814 - Simulating Legal Process; Classification](#)
- [A.R.S. §13-3802 - Right to Command Aid for Execution of Process; Punishment for Resisting Process](#)
- [A.R.S. §13-4072 - Service of Subpoena](#)
- [A.R.S. §13-4093 - Witness from Another State Summoned to Testify in this State](#)
- [A.R.S. §13-4094 - Exemption from Arrest and Service of Process](#)

Title 33 – Property

- [A.R.S. §33-1377 - Service of Special Detainer Actions](#)

Title 39 - Public Records, Printing and Notices

- [A.R.S. §39-121 - Inspection of Public Records](#) [useful in locating defendants for service]

Rules of Civil Procedure for the Superior Courts

- [RcP, Rule 3 – Commencement of Action](#)
- [RcP, Rule 4 – Process](#)
- [RcP, Rule 4.1 – Service of Process Within Arizona](#)
- [RcP, Rule 5 – Service and Filing of Pleadings and Other Papers](#) [entire rule, but especially 5(c)2]
- [RcP, Rule 5.1 – Filing Pleadings and Other Documents](#)
- [RcP, Rule 5.2 – Forms of Documents](#)
- [RcP, Rule 5.3 – Duties of Counsel and Parties](#)
- [RcP, Rule 6 – Computing and Extending Time](#)
- [RcP, Rule 7 – Pleadings Allowed; Form of Motions and Other Documents; 7.3 Orders to Show Cause](#)
- [RcP, Rule 10 – Form of Pleading](#) [sets out size of paper, margins and other technicalities for preparing pleadings]
- [RcP, Rule 45 – Subpoena](#)

Rules of Family Procedure

- [RfP, Rule 40 – Summons](#)

- [RfP, Rule 41 – Service Within and Outside of Arizona](#)
- [RfP, Rule 43 – Service of Other Documents After Service of the Summons, Petition, and Order to Appear](#)
- [RfP, Rule 43.1 – Filing Pleadings and Other Documents](#)

Case Law

- [Tonelson v. Haines, 2 Ariz.App. 127, 406 P.2d 845, Ariz. App. \(1965\)](#)
- [Hatmaker v. Hatmaker, 337 Ill.App. 175, 85 N.E. 2d 345 \(1949\)](#)
- [In re Ball, 2 Cal.App.2d 578, 38 P.2d 411 \(1934\)](#)
- [Thorndyke v. Jenkins, 61 Cal.App.2d 119, 142 P.2d 348 \(1943\)](#)
- [Trujillo v. Trujillo, 71 Cal.App.2d 257, 162 P.2d 640 \(1945\)](#)
- [Lane v. Elco, 134 Ariz. 361, 656 P.2d 650 \(1982\)](#)
- [Endischee v. Endischee, 141 Ariz. 77, 685 P.2d 142 \(1984\)](#)
- [Enriquez v. State, 115 Ariz. 342, 565 P.2d 522 \(1997\)](#)
- [Francisco v. State, 113 Ariz. 427, 556 P.2d 1 \(1976\)](#)
- [Marsh v. Hawkins, 7 Ariz.App. 226, 437 P.2d 978 \(1968\)](#)
- [Orosco v. Maricopa County Special Healthcare District, 241 Ariz. 529, 390 P.3d 375 \(2017\)](#)
- [Arizona Real Estate Inv., Inc. v. Schrader, 226 Ariz. 128 \(2010\)](#)
- [Ruffino v. Lokosky, 245 Ariz. 165 \(2018\)](#)