

# APSA

ARIZONA PROCESS SERVERS ASSOCIATION

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# SUMMER 2009



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[www.arizonaprocessservers.org](http://www.arizonaprocessservers.org)

## PRESIDENT'S MESSAGE

Hello fellow board members and members. I would also at this time to ask fellow members to try and get more involved in the Association. I am always open to new ideas of recommendations; we have a wealth of experience in Process Serving that can benefit everyone. I could always be reached by email: [rls@trackdowninc.com](mailto:rls@trackdowninc.com) or by phone (602) 252-8521.

Thank you,  
Randy L. Smith



### **EDITOR'S CORNER & SECRETARY'S CORNER!!**

Hello my fellow Process Servers and a warm welcome to several new members this year! I just wanted to tell you the Annual Conference is right around the corner in October. Be sure to make your room reservations early and come on down to Phoenix for some fun and meet and greet your board members and get all the continuing educational hours you need. We have two classes being reported in this newsletter so be sure and sign up early. We have a couple of new classes to be offered this year and hope you all enjoy them. We have a Driving Instruction class on Sunday and we will also have, on Sunday, Setting Up For Success.

If you are interested in joining the board let someone know about it. It is never too late to volunteer for a position or just get ready for the Annual Conference. We want new people, so get on the band wagon now!

The new and latest information about the trespass & assault bill HB2313 (Process Servers, Criminal Liability) was approved by the House Committee of the Whole (COW) with the floor amendment we requested the week of May 28. As amended, the bills afford private process servers the same privileges and protections afforded the sheriffs and constables while performing their official duties and include process servers under the aggravated assault statute. The bill will next be third-read in the House and thereafter be transmitted to the Senate.

We are having a fund raising drive to help the association continue its efforts in working with legislators and trying to get laws passed for all of us in our industry. We need donations to bolster our legislative account, it would be greatly appreciated. With your help, we can continue to afford the services of our lobbyist in fighting for all of our members.

Wayne & I attended the National Process Servers Association convention in Las Vegas, Nevada, it was great to see a couple of our members had attended. The convention had a very good turnout this year. The NAPPS convention will be headed to Orlando, Florida next year.

Don't forget, if you submit an article that is published, you can earn continuing credit hours!

Our thoughts & prayers are with Joe Bibich's family & friends, he passed away in April.

-Patty Chlebanowski-

## Calendar of Events

### **Maricopa County Testing for Process Server Certification**

Thursday, June 25, 2009 **promptly** at 9:30 AM - **YOU MUST PRE REGISTER**  
620 West Jackson-Third Floor-Suite 3017, Phoenix, AZ

### **Arizona Process Servers Association Educational Class- Flagstaff**

Saturday, June 27, 2009 8:30 AM – 4:00 PM  
Arizona Certified Process Servers (6 hours)  
Continental Country Club at 2380 North Oakmont Drive, Flagstaff, AZ 86004  
(SEE DETAILS IN THIS NEWSLETTER)

### **Arizona Process Servers Association Educational Class-Flagstaff**

Sunday, June 28, 2009 8:30 AM – 12:00 PM  
Finding People and Assets (4hours)  
Continental Country Club at 2380 North Oakmont Drive, Flagstaff, AZ 86004  
(SEE DETAILS IN THIS NEWSLETTER)

### **Friday July 3, 2009- INDEPENDANCE DAY**

**COURTS CLOSED**

### **Process Servers Court & Clerk's Exchange Meeting-Phoenix**

Wednesday, July 14, 2009 at 12:00 PM – 1:00 PM (1 hour)  
620 West Jackson-2<sup>nd</sup> Floor Suite #2083, Phoenix, AZ

### **Maricopa County Testing for Process Server Certification**

Thursday, July 23, 2009 promptly at 9:30 AM - **YOU MUST PRE REGISTER**  
620 West Jackson-Third Floor - Suite 3017, Phoenix, AZ

### **Maricopa County Testing for Process Server Certification**

Thursday, August 27, 2009 **promptly** at 9:30 AM - **YOU MUST PRE REGISTER**  
620 West Jackson-Third Floor-Suite 3017, Phoenix, AZ

### **Monday, September 7, 2009 - LABOR DAY**

**COURTS CLOSED**

### **Arizona Process Servers Association Annual Conference – Phoenix**

Saturday, October 17 and Sunday, October 18

#### **TIME AND CLASS SCHEDULES TO BE ANNOUNCED**

Arizona Certified Process Servers on Saturday (6 hours)  
Arizona Driving Course on Sunday (2 hours)  
Set up for Success on Sunday (2 hours)  
Embassy Suites Hotel at 2577 West Greenway Road, Phoenix, AZ 85023-4222  
Embassy Reservations #602-375-1777

**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 14<sup>th</sup>, 2009 at 12:00** and will be held in the Downtown Justice Center, 620 West Jackson, in the 2<sup>nd</sup> 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](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/SelfServiceCenter/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 1<sup>st</sup> - 5<sup>th</sup> 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 1<sup>st</sup> 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](http://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>**

**Arizona Process Servers Association Educational Class – Flagstaff, AZ**  
**Get all ten hours of the continued education requirements in one weekend!**



**Continental Country Club**  
**2380 N. Oakmont Dr.**  
**Flagstaff, AZ 86004**

**ACPS Course: June 27, 2009**

**Registration: 8:30 am – 9:00 am**

**Class begins: 9:00 am**

**Lunch: 12:00 pm – 1:00 pm.**

**Class ends: 4:00 pm**

**Finding People and Assets Course: June 28, 2009**

**Class begins: 8:30 am**

**Class ends: 12:00pm**

**Fill out the training application in this issue. Hope to see you there!**

**TRAINING COURSE APPLICATION**

Return to: APSA Continuing Education Committee  
P. O. BOX 2233  
PHOENIX, AZ 85002  
(602) 254-7427 EXT.106  
FAX (602) 258-9550

NAME: \_\_\_\_\_  
(Print your name, as you want it to appear on your certificate.)

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

Please reserve my space in the following classes, which have been approved by the Arizona Supreme Court to carry a continuing education credit for the designated hours. I have entered the classes I prefer to attend, and have checked the fees that apply to me. I understand that the fees and the application have to be received at the above address, before my seat is secured for the classes, and that all fees are non-refundable.

COURSE NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CLE HOURS: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_  
(\$15.00 PER CLE HOUR FOR MEMBERS/\$30.00 PER CLE HOUR FOR NON-MEMBERS)

By making application to the Arizona Process Servers Association, I understand that all materials provided in the courses are copyrighted. There are no refunds. I understand these courses are not a substitute for registration and appointment with the Court under RCP (4)e, but is a symbol of my professional level within the legal community, and will count for hours towards the continuing education credit needed under the rules of The Arizona Supreme Court.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_



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**SOME IMPORTANT WEBSITES**

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**Stay up to date with all legislative changes, including those that may affect process serving rules and regulations at the following website:**

[www.azleg.state.az.us](http://www.azleg.state.az.us)

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**Process service related information that would be of interest for APSA members is available on our list serve. To join the list serve, send an email, with your name in the subject line to:**

[AZPSA-subscribe@yahogroups.com](mailto:AZPSA-subscribe@yahogroups.com)

**An auto-respond email will come back to you giving instructions on how to join.  
This list will only be open to current members of APSA.**

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**Process Servers and Court Exchange Meeting dates, minutes and agendas can be viewed at:**

[www.clerkofcourt.maricopa.gov](http://www.clerkofcourt.maricopa.gov)

**Click on “Process Servers” under “Services”**

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**Supreme Court Process Server Program  
can be viewed at:**

<http://www.supreme.state.az.us/cld/pps.htm>

**A wealth of information including continuing education information**

**ARIZONA PROCESS SERVERS ASSOCIATION**  
**Membership Application/Renewal Form**

(Please list your address and telephone exactly as you want it to appear in the directory.)

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Counties/Areas served: \_\_\_\_\_

ACPS Certified  Yes  No Member of APSA since \_\_\_\_\_

List me in the roster under the city of: \_\_\_\_\_

If you want to be listed under additional cities in the directory attach another application form and include \$15.00 for each additional city.

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Please answer YES or NO to the following services you may provide in addition to the service of process:

- |                              |                             |                             |
|------------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Legal Messenger Service     |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Skip Tracing                |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Record Searches             |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Full Investigative Services |

P.I. License No.: \_\_\_\_\_ Expiration date: \_\_\_\_\_

I hereby apply for membership (or membership renewal) in the Arizona Process Servers Association. I agree to abide by its bylaws and maintain the highest ethical standards in carrying out the duties of my profession. I state that I have no felony convictions and my license is current. **Please attach a copy of your license, front and back.**

**I am applying as an out of state member \_\_\_\_\_.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please enclose a check for \$50.00 made out to APSA, and mail to:  
P.O. Box 2233, Phoenix, AZ 85002



**APSA  
P.O. BOX 2233  
PHOENIX, AZ 85002**

**To:**