

# APSA

ARIZONA PROCESS SERVERS ASSOCIATION

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# SPRING 2010

## OUR FIRST EMAILED NEWSLETTER OF THE YEAR!



February, 2010  
VOLUME 12, Issue 1  
[www.arizonaprocessservers.org](http://www.arizonaprocessservers.org)

## PRESIDENT'S MESSAGE

### **Larry Ratcliff:**

Dear fellow Process Servers;

As spring approaches, I would like to take this opportunity to remind everyone to be careful while serving legal documents. As the weather gets nicer and our minds want to drift off to that tropical paradise, we need to remember that every serve we make can have the potential for being dangerous.

With the weather getting warmer, people will tend to let their dogs out more often so remember to look for signs of vicious dogs such as water bowls, chains and paw prints.

Also remember that with the warmer weather people will have their windows and doors open and most times, will hear you approaching before you get to the door. Be prepared and don't let them catch you off guard.

People will also start being in their yards more often, so take a short survey of the yard before you exit your vehicle and make sure nobody is hiding in the bushes doing yard work. Have your documents ready in advance as you may be serving in the yard instead of at the door.

On another note the progress for the fall conference is coming along great. We will be having the conference at the Phoenix Fraternal Order of Police. This should give us an opportunity to make allies for the future in our attempts to get laws changed to include process servers.

Until next time, let's be careful out there

Larry Ratcliff  
President APSA



### **EDITOR'S CORNER**

Hi! Well this is our first electronic mailing of the newsletter. I know this will be hard for those members who have listed your employer's email address as your own, so I do hope this gets to each and every one of you. If you wish to change your email address in our database and not on the website, please feel free to send us an email.

Sending the newsletter electronically will enable us to get information about the association, educational classes and important issues to you directly. Email us at [apsaadmin@cox.net](mailto:apsaadmin@cox.net) if you choose to make any changes.

We welcome any suggestions to improve the newsletter, let us know! Remember, if you wish to write an article, you will earn one educational hour once it is published. The newsletter will be posted in .pdf format on the website and you can print it at your leisure or as you deem necessary. We will save trees and monies in publishing on the website! **-Patty Chlebanowski-**

## **DIGITAL RECORDING IN MARICOPA COUNTY**

Digital recording in Maricopa County has grown significantly since it began in 1998. Since September 2007, trusted submitters have been able to record electronically by completing a memorandum of understanding with the Recorder's office. We have since seen the percentage of documents recorded digitally rise to 73 percent!!

The Maricopa County Recorder's office currently accepts both PDF and TIFF documents to be uploaded on the Recorder's web site from customers who open an account with the office.

What does this mean for a customer recording documents in Maricopa County?

- Your office is eligible!
- Documents can be recorded in Maricopa County without ever leaving your office by simply scanning and uploading.
- Documents may be submitted 24/7 simply by selecting the next business day. These documents will hit the Recorder's queue for review first thing that morning.
- Documents submitted electronically may be named by your office for easier sorting, reporting and reconciliation.
- Documents submitted electronically are typically reviewed within one to two hours of being uploaded.
- Recording confirmation or a reason for rejection is returned immediately upon review, thus eliminating time lost waiting for mail or runners.
- Since the original document never leaves your office, you control the transaction start to finish.
- Documents may be submitted individually, in sequential groups and now also in large batches of documents when the page count remains the same.
- Since fees are debited from your account, you will never have to worry about refund checks or rejections for insufficient fees.
- Digital customers are able to run detailed reports on the Recorder's web site matching file names, recording numbers, dates, and fees.

If you have an interest in Digital Recording, have questions, or are just looking for more information, please contact Ryan McDevitt at [DigitalRecording@risc.maricopa.gov](mailto:DigitalRecording@risc.maricopa.gov).

## Calendar of Events

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

Thursday, February 25, 2010 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**

Friday, February 26, 2010 promptly at 9:30 AM - **YOU MUST PRE REGISTER**  
620 West Jackson - Third Floor - Suite 3017, Phoenix, AZ

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

Thursday, March 25, 2010 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**

Friday, March 26, 2010 promptly at 9:30 AM - **YOU MUST PRE REGISTER**  
620 West Jackson - Third Floor - Suite 3017, Phoenix, AZ

### **Thursday March 25, 2010 - Bullhead City Continuing Education Classes**

**Bullhead City Campus at Mohave Community College located at  
3400 Highway 95, Room 403, Bullhead City, AZ 86442**

**8 am – 6 PM, 10 hours Arizona Certified Process Server Class (6 hours)  
and Sensitive Services (2 hours) and Personal Safety (2 hours)**

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

Thursday, March 25, 2010 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**

Friday, March 26, 2010 promptly at 9:30 AM - **YOU MUST PRE REGISTER**  
620 West Jackson - Third Floor - Suite 3017, Phoenix, AZ

### **Arizona Process Servers Board Meeting**

**April 10, 2010 at 9:00 AM at Track Down Offices  
1142 West Indian School Road, Phoenix, AZ**

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

**Tuesday, April 20, 2010 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, April 22, 2010 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**

Friday, April 23, 2010 promptly at 9:30 AM - **YOU MUST PRE REGISTER**

**ARIZONA PROCESS SERVERS ASSOCIATION**  
 2010 Educational Registration Form  
 Thursday, March 25th, 2010  
**Bullhead City Campus, Room #403 – Mohave Community College**  
**3400 Highway 95, Bullhead City, AZ 86442**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 (Please print as you want your name to appear on your continuing education certificates)  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Work #: \_\_\_\_\_ Cell (other) #: \_\_\_\_\_

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

**PLEASE NOTE: Per the Supreme Court, only the ACPS course may be taken more than once in a three year renewal period. All other courses cannot be duplicated during this time frame.**

**PLEASE MARK THE CLASSES YOU WISH TO ATTEND, FILLING IN THE CORRESPONDING FEES:**

**Thursday, March 25, 2010:**

7:45 a.m. – 8:00 a.m.	<b>Registration-</b> Applicable for all Registrants		
8:00 a.m. – 11:30 a.m.	A.C.P.S. Full Course (1 <sup>st</sup> Half) <b>Must Attend Both Sessions (Member Price \$90, Non-Member Price \$180)</b>	<b>6 Hrs.</b>	\$ _____
11:30 a.m. - 12:00 p.m.	<b>LUNCHEON (ON YOUR OWN)</b>		
12:00 p.m. – 3:00 p.m.	A.C.P.S. Full Course (2 <sup>nd</sup> Half)		\$ <b><u>ABOVE</u></b>
3:00 p.m. – 5:00 p.m.	Personal Safety <b>(Member Price \$60, Non-Member Price \$120)</b>	<b>2 Hrs.</b>	\$ _____
5:00 p.m. – 7:00 p.m.	Sensitive Services <b>(Member Price \$60, Non-Member Price \$120)</b>	<b>2 Hrs.</b>	\$ _____
<b>TOTAL AMOUNT ENCLOSED</b>			\$ _____

Make Checks payable to: **ARIZONA PROCESS SERVERS ASSOCIATION (APSA)**  
 Mail Registration to: **P.O. Box 2233, PHOENIX, AZ 85002**

**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”  
Process Server Coordinator Sandy #602-476-1737**

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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  
Kimberly Siddall #602-452-3378**

**TO ALL OUR MEMBERS**

**We would like to start offering some door prizes at the Arizona Annual Convention. If you are interested in donating anything for the event, please contact Patty at 602-254-7427 ext. 106 or one of the other Board Members.**

**We are thinking: Flashlights, Clip Boards, GPS Locators, etc.  
Anything you think a process server can use out in the field!**

**Any donations will be listed in the conference directory showing you support our association!**

**LET'S HAVE SOME FUN WITH THIS!**

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**ON THE LIGHTER SIDE...**

**Why is 'B' the hottest letter of the alphabet? Because it makes oil boil!**

**Did you hear what happened when the cows got out of the field? Udder chaos!**

**What did the daddy buffalo say to his son when he left? Bison!**

**A backscratcher will always find new itches; a brown-noser will always find new sense.**

**Why are so many animals named after cars?!**

**Anything free is worth what you pay for it.**

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**QUOTEABLE QUOTES**

**"Empty pockets never held anyone back. Only empty heads and empty hearts can do that." - Norman Vincent Peale**

**"We cannot always assure the future of our friends, we have a better chance of assuring our future if we remember who our friends are." - Henry Kissinger**

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

**To:**