



ARIZONA PROCESS SERVERS ASSOCIATION
Certifying & Training Arizona's Professional Process Servers Since 1973



THE ONLY NAPPS CHARTERED STATE ORGANIZATION IN ARIZONA

ARIZONA PROCESS SERVERS ASSOCIATION

NEWSLETTER

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APSA was originally founded in 1973. it is the sole state-chartered association of process servers recognized by NAPPS—the National Association of Professional Process Servers in Arizona.

President's Message

Larry Ratcliff, President

January 7, 2015

Dear fellow members of APSA:

I want to thank you for entrusting me to be President of APSA again.

For those of you who don't know me, I am a Former Arizona Law Enforcement Officer, Former Volunteer Firefighter, and Former EMT. I fly the American flag on my front porch daily and take it down every night.

As a youngster I worked as a cowboy for many of the local ranches until my

family purchased E-L Cattle. This is where I learned

an honest day's work for an honest day's pay and to take pride in your brand.

I was raised with respect for God and Country and where your word and handshake meant more than any piece of paper.

As President of APSA I hope to bring these values to our organization and membership. It is my goal this year to promote members of APSA as trustworthy and a person your clients want to do business with.

This year the APSA goal is to promote a positive work ethic and positive professional image.

As members of APSA I encourage you to use the APSA logo on your business cards, website and other items in order to promote our association.

We all want our clients to know that by doing business with a member of APSA they are using a Professional Process Server who has received the best training and is ethical in doing business.

In order to be able to



promote our membership, the Board of APSA needs to know what organizations you are involved in. Do you volunteer at the VA? Do you coach a little league team? Do you give blood on a regular basis? Are you a Scout Leader, Bible study leader? Church Choir? Please let us know what you do so that we can be mentors for others and show our clients, Process Servers are Positive Members of the Community and not the sneaky law breaking image the news people project us as.

Please send us an email (lrpi@frontiernet.net) and or a copy of your local newspaper showing where you our members are making a difference in the community.

Until next time,
Respectfully,
Larry Ratcliff

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Secretary's Corner

Patricia Chlebanowski, Secretary



Frontier Insurance Agency, Inc. has been in business for 48 years. I have run this business side by side with my Process Serving business since 1989. Our process serving business was sold in 2013, but we kept our insurance agency. Frontier Insurance Agency, Inc. wants to help members and friends of APSA and AALPI to write your Notary Bonds, Court Bonds (Appeal and Cost Bonds), and Probate Bonds (Personal Representative, Conservatorship & Guardianships). We also write MVD (Lost Title Bonds). If you know an attorney who handles Probate matters, please drop my name to them. If you have any needs, please give us a call at (602) 254-7427. Frontier can usually get a bond written in about 24 hours.

Patricia Chlebanowski – Director 2015
Hello Fellow Members:

I am Patricia Chlebanowski and have been voted to your Board of Directors. For those of you who do not know me, I have been in the Legal Services industry for over forty years. As a teenager I worked for my father George Demyan of Frontier Private Process Service. After my father's passing and the fiftieth anniversary of Frontier Private Process, I sold the business and took a position with Nationwide Legal Services, LLC. I am joyfully married and have two adult children and three grandchildren.

I have served on the board of APSA numerous times in the past, in all different positions, and look forward to another term as a Director. If you are new to our Association, I encourage you to get involved. Join a committee, be an active member. This Association is here to work for all of us,

to be our voice and to better our livelihoods. As an Association we all must work together to make changes that improves and betters our industry.

Thank you for becoming a member of our long time State Association and I look forward to a year of innovation and improvement.

— Patty
(Patty was selected by the board to be Secretary upon the resignation of our former Secretary. — Ed.)



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FRONTIER INSURANCE AGENCY, INC.
Surety Bonds

(602) 254-7427
3150 North 24th Street #D104
Phoenix, AZ 85016



From the Board...

Dear Process Servers and Former Process Servers-

The Arizona Process Servers Association would like to take a moment of your time to update you on pertinent information on your association. Our current contact information has changed. Please note the new email address is azserverassoc@gmail.com. Please forward all future communications to this email address.

We would also like to inform you of upcoming educational training opportunities; June 27th and 28th in Flagstaff, AZ and our annual educational conference, August 14, 15 & 16 in Carefree, AZ. Please visit our website for more information and pre-registration.

Please bear with us while we are making administrative changes, should you have any questions or concerns, please, feel free to contact us.

Sincerely, The Arizona Process Servers Board

<p>Editor's Column</p> <p> Barry R. Goldman</p>	<p>legal document preparation businesses.</p>	
<p><i>For me, 2015 has already proven to be a rough ride.</i> Let me start with something that isn't easy for some people to say and mean: I owe <u>each</u> of you – my fellow members, board members and officers an apology. It is not an apology, but an Apology with a capital "A".</p> <p>I took on the job of being your Vice President with all good intentions, but good intentions don't cut the mustard in performance. When our former Administrator resigned, I was asked to accept the job, and I did so with all good intentions. Mind you, I was already the Newsletter editor (and hopefully still am), and worked on some of the educational courses for our membership. I also (still) run my own process serving and</p>	<p>I anticipated that accepting the Administrator position would be a temporary job, and thought that it would be relatively easy to fit in with my already full work and personal life. Boy, was I wrong.</p> <p>A foot injury related to bad genes and bad personal health habits sidelined me from the field for a time. That's not all it did. It slowed me down in other ways, too. It resulted in my finding how easy an impediment to progress and a smooth transition on behalf of our membership one can be.</p> <p>Then the really bad news hit: The closest, most beloved person in my life was diagnosed with a serious illness. Mind you, it's supposed to be curable. But it comes at a price. It is a dragon that I cannot slay. I feel helpless, except to be there, to support her and do for her the best I can. She has some of the</p>	



Failure to delegate, failure to discriminate: Accepting too many things to do results in overpromising and under delivering – a very bad thing to do when your business relies on personal relationships to succeed.

Michael K. Jeanes, Clerk of the Superior Court for Maricopa County

THE



BRIEF

An electronic update for the legal community providing a brief look at news in the Clerk of the Superior Court's Office

The following are excerpts from "The Brief", published by the Maricopa County Clerk of the Superior Court. You can obtain complete copies of "The Brief" through the clerk's website. (2015)

Accomplishments in 2014:

The Clerk's office has a new phone number: 602-37-CLERK (372-5375); e-filing proposed forms of order and exhibits; filing and accessing confidential documents in probate cases; fee changes and where to find them; electronic records in juvenile cases; updated forms and where to find them; updates to the child support guidelines; filing motions to seal; updates to the e-filing guidelines; naming the correct party in affidavits of service.

March 2015

Filing under seal

Requests and orders to file a document under seal are few and far between, compared to the millions of filings the Clerk receives each year. Some basics to keep in mind if the need arises in your practice:

Bring your original petition and the relevant documents on paper directly to your assigned judicial officer for review and determination. This prevents the information from inadvertently being scanned-in to the public record during review. Division staff will work with the courtroom clerk to get the originals filed.

Any documents ordered to be filed under seal must be filed on paper. Putting these documents in an envelope and attaching a copy of the order to seal to the outside of the envelope alerts Clerk staff of the special handling required.

Filers are responsible for their filings. Clerk staff file documents as they are received. Sensitive or restricted information contained within documents will be accessible by the public if the filing party overlooks a filing requirement.

Clerk staff do not alter, modify or redact the content of records without a court order.

For more detailed information on sealed documents and sensitive information contained within records, see the Clerk's Corner article in the April 2015 edition of the Maricopa Lawyer. Past Clerk's Corner articles are posted on the Clerk's website at http://www.clerkofcourt.maricopa.gov/clerks_corner.asp.

Fonts, Filings and Fixes

When converting your word processor documents into PDF format for filing, remember to check the final PDF for accuracy. During the conversion process, some software products create symbols in place of words or were originally typed in a font that is not supported in the PDF product. By opening the converted PDF before filing you should see any error messages or variant fonts that need to be corrected. Converted PDFs with symbols instead of words could be rejected or filed-in to the official case record. Periodically checking converted PDFs or checking the final PDF after you've used a new version of software will limit the chance of these problems.

May 2015

Filing fee web page updated

The Clerk's Office has added more detail to its filing fee web page. Long-time practitioners and first-time filers alike often question why fees vary from county to county. The updated fee page lists the total filing fee of the most commonly filed documents and includes links to a comprehensive breakdown of the individual fees included within the total.

State statute allows the Arizona Supreme Court to set the base fee for most filings. The Board of Supervisors

in each county can add local fees. Many of the updated listings include citations to the



statute or other authority that apply to the filing or fee. The revised filing fee web page has the same URL as before, meaning any prior bookmarks to the page should bring up the newest version. See the new and improved page at <http://www.clerkofcourt.maricopa.gov/fees.asp>.

Documents transition to eFiling

The Clerk's Office established a project to identify paper documents created internally for filing-in to the court record. The project also found documents the Clerk's Office was printing and scanning for other court departments that have potential for the departments to eFile directly.

In its first year, the project transitioned eight document types from paper to a more efficient eFiling process, resulting in 35,038 eFiled documents. By year's end, the office anticipates eFiling more than 50,000 documents, plus any new document types identified for addition to the project.

Documents considered for the project are vetted individually to ensure all requirements for eFiling are identified and appropriate.

(APSA would like to thank Mr. Jeanes and his staff for this valuable information we can pass on to our membership and readers. — Ed.)

Pinal County Clerk of the Court

(From <http://www.coscpinalcountyaz.gov/about-us.html>)

The office of the Clerk of the Superior Court was established by the Arizona Constitution as an elected official to serve as the official record keeper and financial officer for the Superior Court. Arizona Revised Statutes (ARS), the Supreme Court and Local Court Rules all clearly define the duties and functions of this office. Some of the functions and duties are:

Administrator of Court Records and Exhibits

All documents presented in Superior Court must be processed and secured by the office of the Clerk. Documents must also be purged according to statutory time constraints and archival standards. The Clerk must identify the changing needs of records management programs to ensure the best interest of all parties are served. She is committed to paper-on-demand as a concept and looks for the digitization of records to be the norm.

Jury Commissioner

A core duty for the Clerk is to serve as the Jury Commissioner. The Jury Commissioner oversees the viability of the Juror Pool so that all courts, Grand Jury, and other case types are adequately managed. The importance of being able to serve the judiciary in this capacity cannot be overstressed. Our system of justice has a foundational cornerstone that allows one to be tried "by a jury of one's peers."

Financial/Fiduciary Officer of the Courts

The Clerk's office receives, records, invests and disburses all statutory fees, fines, reimbursements, restitution and public/custodial trust funds as ordered by the court. It is anticipated that over \$6 million will pass through the protection and care of the Clerk this year.

Judicial and Quasi-Judicial Officer

The Clerk issues writs, subpoenas, wage assignments and other court-related orders, serving in a quasi-judicial capacity. The Clerk is also appointed as a Probate Registrar and performs limited judicial functions within that role.



REAL ID Frequently Asked Questions & Information

(From <http://www.dhs.gov/real-id-public-faqs> & other sources)

Uh, oh... Trying to get clearance to serve papers in a Federal institution? Will Arizonans be able to access Federal facilities in the near future? Will Arizonans be able to board an aircraft? Here's what we found:

The REAL ID Act of 2005 (dhs.gov)

REAL ID applies if a person is presenting a driver's license or state-issued identification card for official purposes.

- Establishes minimum standards for the production and issuance of state-issued driver's licenses and identification cards and authorizes grants to assist states in implementing the requirements;
- Prohibits Federal agencies from accepting for official uses driver's licenses and identity cards from states unless the Department of Homeland Security determines that the state meets the standards. Official uses are defined as accessing Federal facilities, entering nuclear power plants, and boarding federally-regulated commercial aircraft.

AZ driver's license will not get you through airport security next year (kpho.com)

In order to be accepted by the federal government, ID photos must be updated at least every eight years. In addition, it requires states to verify that the licensee is in the country legally. With Arizona not meeting federal mandates, the Department of Homeland Security will require Arizona residents to show a different form of ID - a passport or permanent residency card - to get through airport security.

Will my Arizona Driver License be accepted by the TSA at U.S. airports and other federal facilities?

(servicearizona.gov)

At this time your Arizona Driver License or Identification Card will be accepted by the Transportation Security Administration (TSA) as proof of identity at U.S. airports and other federal facilities. A Real ID compliant Driver License will be required for access to U.S. airports and other federal facilities beginning January 2016.



APSA

Upcoming Continuing Education Events

Flagstaff Educational Event

June 27 & 28, 2015



This Educational Event will be held on June 27th & 28th.

Continental Country Club 2380 N Oakmont Drive, Flagstaff Arizona

Please fill out the form on the APSA website to reserve your space.

Classes will start @ 10:00 on Saturday for the ACPS Class and will go to about 5:00 pm.

The Association Board will have their Board meeting following the class on Saturday, all members are invited to attend.

Sunday will be "Sensitive Services" starting at 9:00 am till noon.

Board Meeting – Flagstaff

Continental Country Club

June 27, 2015

Continental Country Club
2380 N Oakmont Dr
Flagstaff, AZ 86004

We will hold our board meeting after the ACPS Class on Saturday, June 27, 2015. The board meeting will end after the conclusion of business. All members are invited.

2015 Annual Conference & Educational Event

August 14-16, 2015

The 2015 APSA Annual Conference and Educational Event will be held in Carefree, AZ in conjunction with AALPI again this year. It will be at the Carefree Resort and Conference Center on August 14th-16th. Please fill out the form on the APSA website to register.

Set the date...

August 14-16, 2015

**APSA Annual Conference
& Educational Event**

***Carefree Resort &
Conference
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Carefree, AZ, 85377
888-692-4343

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Annual Publication of APSA Bylaws

Article I – NAME

This Association shall be known as the Arizona Process Servers Association, hereinafter referred to as APSA.

Article II – PURPOSE

To promote and upgrade the process serving industry through the following objectives:

Section 1. Promoting any legislation and rule changes which will help the industry.

Section 2. Combating legislation which may harm the industry.

Section 3. Creating and maintaining a moral and ethical standard for the industry.

Section 4. Improving relations between the industry and the legal community – attorneys, judges, clerks and officers of the court – and the general public, statewide and nationally.

Article III – MEMBERSHIP

Section 1. Membership in the Association shall be open to all persons who have been directly or indirectly affiliated with the profession of process serving.

Membership is approved on an individual basis and is not transferable.

Section 2. All applications for membership must be completed in full on a form approved and provided by the Association. Each application must be accompanied by one year's annual dues plus a non-refundable application fee as prescribed by the Board of Directors.

Section 3. Classes of membership and requirements for membership shall be defined by the Board.

Section 4. Membership shall not be granted to any person who has been convicted of a felony unless such conviction was officially pardoned or the record of same has been expunged, or their civil rights restored. In addition, membership shall not be granted to any applicant who has had their license, permit or right to serve process revoked by any issuing authority unless said revocation has been pardoned or expunged, or had their civil rights restored.

Section 5. No person shall be denied membership because of their race, color, sex, or ethnic origin.

Section 6. Membership may be suspended or terminated by the Board for violations of these Bylaws, Policy Manual and/or the Code of Ethics.

Section 7. Termination of membership shall be effective thirty (30) days past the due date for annual dues.

Article IV – DUES

Section 1. The annual dues shall be determined by majority vote of the Board of Directors and shall remain in effect until changed.

Section 2. The fiscal year covering the payment of dues shall be Jan 1 to Dec 31 each year.

Article V – ELECTION of OFFICERS and DIRECTORS

Section 1. The officers shall consist of a President, Vice-president, Secretary and Treasurer. Term of each officer shall be one (1) year.

Section 2. No member shall be eligible to be an officer until they have been a member for two years.

Section 3. No member shall be eligible to be a director until they have been a member for one year.

Section 4. The immediate past president shall serve one year on the Board of Directors.

Section 5. Three (3) directors shall be elected unless the current president is re-elected, in which event four (4) directors shall be elected.

**Second Vice President position removed from Bylaws by vote of membership at 2014 Annual Conference.*



Annual Publication of APSA Bylaws (Continued)

Section 6. A petition, signed by signatures representing fifteen (15) percent of the total votes eligible to vote at that time in the Association requesting the holding of an election for the purpose of recalling a member of the Board or any officer, may be filed at any time with the Secretary. If recall is for the Secretary, the petition shall be filed with the President. After verification of signatures, the President shall certify the petition and immediately direct a ballot be mailed to each member. The ballot shall read as follows:

Shall (name of director) be recalled? (yes) (no)

A "yes" vote shall be counted as for the recall and a "no" vote shall be counted as against the recall. Only members in good standing shall be entitled to vote at such elections. Such a recall shall require two-thirds affirmative vote of executed ballots received by the Secretary or President within fifteen (15) days. If the recall is successful the Board may fill the vacancy at its next meeting.

Section 7. The Board shall adopt procedures for arbitration and grievance. All members are bound by the arbitration and grievance procedures as adopted by the Board.

Article VII - MEETINGS

Section 1. An annual conference shall be held. Officers' reports, committee reports and any new or old business as the membership sees fit will be discussed at the meeting.

Section 2. Board meetings shall be called by the President. A board meeting must be called within thirty (30) days if requested by three (3) members of the Board, or if petitioned for by a majority of the members. The membership may be notified of all regular Board meetings.

Section 3. Meetings of the Board may be held by mail or telecommunications.

Section 4. Members shall be admitted to all meetings and conferences except executive sessions. Non-members may be admitted to all meetings and conferences unless disapproved by a majority of the members present. Only meetings involving the personal affairs of any individual may be held in executive session.

Section 5. The latest edition of Robert's Rules of Order shall govern the conduct of all meetings.

Article VIII - BYLAW AMENDMENTS

Section 1. Proposed bylaw amendments must be submitted to the Secretary sixty (60) days prior to the date of the annual conference and published to the membership not less than thirty (30) days prior to the annual conference.

Section 2. The bylaws may be amended or revised by an affirmative two-thirds vote of the membership present at the annual conference.

Section 3. Bylaw amendments or revisions may be acted upon only at the time published in the conference agenda unless a majority of the membership present at that time agree to a later time for further action on them.

Section 4. The bylaws may also be amended or revised by unanimous vote of the Board of Directors.

Proposed Bylaw Amendment (Submitted by the Board)

Your Board of Directors submits the following proposed Bylaw amendment:

Article V - ELECTION of OFFICERS and DIRECTORS

Section 1. The officers shall consist of a President, Vice-president, Secretary and Treasurer. Term of each officer shall be one (1) year from January 1st to December 31st of each year. The election of officers and directors shall be made at the annual conference, at which time the incoming officers and directors shall be sworn and take office on January 1st of the following year.



Maricopa County Court Clerk/Process Server Quarterly Meeting

- ed.



The Clerk of the Court hosts a quarterly meeting for process servers and the public. This year's schedule includes meetings to be held on the following dates/times at the Downtown (Phoenix) Justice Center, 620 W. Jackson St. Meetings are from 12:00 noon to 1 p.m. The meeting schedule and minutes are posted at the Clerk's website, http://www.clerkofcourt.maricopa.gov/process_svr.asp. — ed.

Please note that the next meeting has been set for July 21, 2015

From the Court Clerk's minutes of the meeting held on April 14, 2015

eAccess Update:

Per Eric Ciminski and Denise Lundin, the AOC is now working with Granicus on eAccess. They are meeting weekly and are in full development. The AOC expects to receive full functionality in May and will perform full testing during the summer. Anyone interested in participating in the testing process should e-mail Eric Ciminski.

Customer Service at the Filing Counter

From Michael K. Jeanes, Clerk of the Superior Court: There has been an increase in the level of socialization between customers and COC staff at the file counters. This interferes with workflow and slows down the process. COC has asked their staff to minimize this activity and encourages those in attendance to mention it to their staff as well.

Clerk shopping is another issue that is

occurring at the file



counters. Customers pull multiple numbers or try and switch numbers with others to get the clerk that they want. This also impedes workflow. Everyone is asked to make sure that staff are only pulling one number and going to the window they are directed to.

Copies of Records and Northeast Remodel

The Northeast customer service area remodel will take place between April 24th and May 11th. It is recommended that anyone looking for copies of records during this time go to an alternate location. File Counter operations should not be affected.

Sealed Documents

From Ken Errico, Court Operations Mgr.: Coversheets for sealed documents are required to include certain information. In order to prevent anyone from being turned away and to assist with proper preparation, the file counters now have blank coversheets available. Copies can be taken back and distributed to attorneys, staff or anyone who needs them.

Commercial Court Pilot

From Nancy Rodriguez, Deputy Director: A three year pilot is beginning on July 1st that will allow certain civil cases to move through the system faster. The only visible change will be to the coversheet. The new coversheet will have a box where an attorney can indicate that a case qualifies for the pilot.

Fees Website

From Correnia Snyder, Document Management Administrator: The anticipated go live date for the updated fees page on the Clerk's website is May 1st. Enhancements to the page will show the break down and authority cites for each fee.

Justice Court Updates

From Jeff Fine, Justice Court Administrator: Previously, Process

Servers brought up the issue of being charged for copies in error. The file counters have since been instructed not to charge process servers the \$25.00 fee. In addition, the Justice Courts have created new copy request forms for process servers to use. The new forms should be available within the next month or two. The Justice Courts are working on a variety of projects that will improve their services.

Civil EDM

They would like to develop an area similar to the Clerk's Public Records area where individuals can come to view documents

Efile and AZTurboCourt

Technical teams are working on this now; Will begin with small claims Operations and EDMS

All under one director now; New Tech committee established

Other Business, Questions and Comments

SB1064

SB1064 becomes effective on July 3rd, 2015 and makes changes to alternate and substitute service. The changes can be seen on page 5 of the bill which was handed out at the meeting.

Budget

A tentative budget agreement shows no cuts for the Clerk's Office.

Inside depository box at Northeast

The inside depository box at Northeast has been removed due to space issues. The outdoor box is still available.

Q-Matic

The Clerk's Office would like to bring Q-Matic to Northeast and Northwest at some point in the future.

Of Mouses and Mice and Keyboards... Submitted by Gerri Gentilquore

Let's talk about two of the most common items every office has: keyboards and mice.

Let me make something clear – I am not here to sell anything, I don't own any form of computer business, nor do I own stock in anything I am about to tell you about. Those of you whom I may have spoken to in the past... you know where this column is going. Those who don't are looking at this page funny wondering 'what on earth is so important about those?'

Being the little geek that I am I will be totally honest and say I play video games. On my PC, on my phone, Xbox, PS3, Wii, and even a Nintendo DS. One day at work I realized something... that experience paid off. I realized I was constantly copying information from one spot to another, or typing the exact same sentence (plaintiff, defendant, etc.) over and over and over and all I could think was 'jeez, I wish there was a faster way to do this.' I went home and played one of my games that night and 'Oh... My... Lord... there is an easier way!' Enter the PC gamer's best friends: gaming mice, gaming keyboards, and gaming keypads.

There are a ton of these items out there. Then you add in all the variables: software, color, mechanical or membrane

keypress, do I want a gaming mouse or keyboard or keypad, what brand is best, what additional options are there, what are the costs? The choices can get almost overwhelming. What you need to consider here is this: how much more work COULD you be getting done?

Let me give you an example: each day you type the first paragraph of this column in as an attempt on a service. How long will it take you to type that the first time? Maybe 1-3 minutes, depending on your typing skill. Now imagine you type it into your software once... then after that, one key press and that whole paragraph pops in (today... tomorrow... next week) in less than 2 seconds. Now let's say that you use that same paragraph 20 times per week. You just saved yourself 20-60 minutes on that single programmed item. You have no spelling errors and your reports can look more uniform. You use the same keystrokes in a row to bill something? Program those keystrokes in, push one button, done! Renaming a ton of stored files with prefixes, suffixes, dates, etc? 'Canned' email responses? Functions on excel spreadsheets? Yes, you can program that in too.

Ok, you want to give this thing a shot.

desktop and are really attached to your current mouse? Gaming keyboard is your best option. Alternatively you can get a gaming keypad (think of this as a largeish version of the 10key on your keyboard) for either scenario.

While making this decision you may also want to consider cost. In general the costs are like this: wireless gaming keyboard > wireless gaming mouse > wired gaming keyboard > wired gaming mouse/ wired gaming keypad. You can defeat this by purchasing refurbished keyboards and mice. I have done this with great success and gotten refurbished wired gaming keyboards for less than the cost of new wired gaming mice. Prices generally start around \$50 and go up from there.

What brands do I recommend? Razer or Logitech. Razer is my go-to brand for my personal preference since I like the Naga mouse that has 12 programmable buttons on the side of it with 10 profiles available (numpad and 123 banks) giving you a total of 240 programmable keys (this should be your go-to if you use a laptop). Razer also has the Black Widow Ultimate keyboard which is mechanical (you know, the old-school clacky keyboard) and that allows me to type just a little faster with 10 profiles of 5 keys programmable it gives you 50 keys.

(continued last page)

Have You Been Assaulted?

APSA and NAPPS would both like to know about it. APSA members should contact Larry Ratcliff or Tom LaVance. NAPPS members can contact them at (503) 222-4180.

APSA


LegalShield™
Total access. Total freedom.

Donna Sparaco

Small Business and Group Benefits Specialist
O: 480.788.8219 / C: 516.395.8219

Where do you start?

Start by deciding what piece of equipment that fits your style best. Are you on the go and use a laptop mostly? Gaming mouse will be the most mobile option followed by gaming keypad. Do you mostly use a

Legislative Results of Interest

SB 1064



PROVISIONS

- Transfers section of law relating to private process servers from Arizona Revised Statutes Title 11 to Title 12.
- Requires alternative or substitute service of process of a photo enforcement notice of violation to be:
 - a. Sent by certified and regular mail; and
 - b. Posted on the front door of the business or residence of the person to be served and a residence's garage door if present and accessible.
- Specifies that service of the complaint is complete on filing the mailing receipt and proof of posting with the court that has jurisdiction of the violation.
- Makes technical and conforming changes.

individual from whom a waiver has not been obtained and filed shall be effected by delivering a copy of the summons and of the pleading to that individual personally or by leaving copies at the individual's dwelling house or usual place of abode with some person of suitable age (16 or older) and discretion then residing therein or by

court allows an alternate or substitute form of service, reasonable efforts shall be undertaken by the party making service to assure that the actual notice of the commencement of the action is provided to the person to be served and the summons and the pleading to be served, as well as any order of the court authorizing an alternative method of service, shall be mailed to the last known business or residence address of the person to be served.



Rule 4(i) specifies that if service of the summons and complaint is not made upon a defendant within 120 days after the filing of

Overview

SB 1064 prescribes rules for alternative or substitute service of process for photo enforcement notices of violation.

History

Service of process within Arizona is governed by the Rules of Civil Procedure. Rule 4.1(d) specifies the law regarding service of summons upon individuals. Specifically, service upon an

delivering a copy of the summons and of the pleading to an agent authorized by appointment or by law to receive service of process.

Alternative or substitute service is permitted when other means set forth in court rule proves impracticable, then service may be accomplished in such manner, other than by publication, as the court, upon motion and without notice, may direct. The rule (4.1(k)) specifies that whenever the

the complaint, the court, upon motion or on its own initiative after notice to the plaintiff, shall dismiss the action without prejudice as to that defendant or direct that service be effected within a specified time; provided that if the plaintiff shows good cause for the failure, the court shall extend the time for service for an appropriate period.

Amends ARS 28-1593 & 28-1602 and creates ARS 12-3251 (formerly 11-445(l)). Signed into law by the Governor on April 1, 2015. - Ed..



PRIVATE PROCESS SERVER PROGRAM DESIGNATED CLERKS' STAFF			
County	Contact person	Telephone	Email address
Apache	Delana Waite	928-337-7551	dwaite@apacheclerk.net
Coconino	Debbie Young	928-679-7600	dyoung2@courts.az.gov
Cochise	Martha Rivera	520-432-8581	mrivera@courts.az.gov
Gila	Vickie Aguilar	928-402-8559	vaguilar@courts.az.gov
Graham	Rebecca Ornelas	928-428-3100	rornelas@courts.az.gov
Greenlee	Pam Pollock	928-865-4242	ppollock@courts.az.gov
La Paz	Barbara Kubacki	928-669-6131	bkubacki@courts.az.gov
Maricopa	Sharlette Wright	602-506-1909	wrights006@cosc.maricopa.gov
Mohave	Mim Quesenberry	928-753-0713x416	mquesenb@courts.az.gov
Navajo	Rene Fuentes	928-524-4177	rfuentes@courts.az.gov
Pima	Alan Walker	520-724-3282	awalker@sc.pima.gov
Pinal	Marsha Tucci	520-866-5305	mtucci@courts.az.gov
Santa Cruz	Karla Zuniga	520-375-7700	kzuniga@courts.az.gov
Yavapai	Kelly Gregorio	928-771-3312	kgregori@courts.az.gov
Yuma	Michelle Lackey	928-817-4241	mlackey@courts.az.gov

Complaints about process servers – certified or those impersonating process servers should be addressed to the presiding judge in the Superior Court of the county where the incident occurred. The official complaint form may be found at: <http://www.azcourts.gov/Portals/26/Process%20Server/Doc/ComplaintForm.pdf>

Think it's hard to lose clients? Ask the other guy who is now servicing yours.

ADVERTISING RATES
 All Payments for advertising must be paid in advance.
 Please submit camera ready copy.
Business Card..... \$50.00
 Size: 2.0 x 3.5 (Red border example)
1/4 Page.....\$100.00
 4.75 x 3.75 (Blue border example)
1/2 Page.....\$250.00
 Size: 4.75 h x 7.5 w, or 9.5 h x 3.75 w
Full Page.....\$375.00
Advertorials/Banners.....\$25/col. in. 3 in. min.

Guest Article Submissions — The policy on guest article submission is as follows:
 1. Publication of the article will be at the sole discretion of the Editor.
 2. The article may be edited for content, length, spelling, and appropriate language.
 3. A business card size advertisement of the Guest Writer may be placed in the edition in which the guest article is published, or at the discretion of the Editor, may be published in a later edition.
 4. No advertising charge shall be made in conjunction with the publication of a guest article.

Tell Us What You Think...
 We've received comments from members and non-members alike, thanking APSA for the Newsletter and educational opportunities. We'd like to thank our readers for sharing and making this publication better. Thank you, dear reader! From the bottom of our hearts.

APSA

ARIZONA PROCESS SERVERS ASSOCIATION

P.O. Box 2233, Phoenix, AZ 85002

(602) 476-1737

www.arizonaprocessservers.org



For year: _____

Arizona Certified Process Server (Attach copy of your Arizona Process Server ID)

Associate/Out of state Process Server

Member ID Card Requested? Y N (Digital or passport photo required)

Please list your information exactly as you want it to appear in the directory:

NEW RENEWAL
Member since: _____

Annual Dues: \$50

NAME:		
FIRM:		
ADDRESS:		
CITY, STATE, ZIP:		
TELEPHONE(S):	OFFICE:	FAX:
EMAIL ADDRESS(ES)	PERSONAL:	BUSINESS:
WEBSITE ADDRESS:		
COUNTIES/AREAS SERVICED:		
LIST IN THE ROSTER UNDER CITY OF:		
ADDITIONAL CITIES TO BE LISTED (\$15 EACH)		

<u>Services you provide (YES or NO):</u>	<u>YES</u>	<u>NO</u>
Process Server (Arizona or other state):		
ACPS Certified?		
Legal Messenger Service		
Skip Tracing		
Record Searches		
Full Investigative Services		
<i>If an Arizona Private Investigator, complete the following:</i>		
License #:	Expiration:	

MEMBER I.D. CARDS:

The Member Identification Card is a member benefit issued by APSA and is not intended to replace your Process Server identification card as required by statute. Your APSA Member Identification Card should be displayed at all APSA functions. By applying for or renewing membership, the applicant understands and agrees that the Member Identification Card is not intended to be, nor shall be used in violation of any statute or regulation.

Annual Dues: \$50.00
Voluntary Legislative Fund Donation: \$ _____
Total Enclosed: \$ _____

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 authorize the Arizona Process Servers Association to investigate the statements made on this application and my qualifications for membership. I have no felony convictions and my certification (if applicable) as an Arizona Process Server is current. Membership is not transferrable. I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT.



Date: _____ Signature: _____

Please make check payable to APSA mail it with this completed form to the APSA address, above.

APSA Events Calendar

Upcoming 2015 APSA Board Meetings (All members invited)

Holiday Court Closures

Courts are closed on:
 New Year's Day, Martin Luther King Jr./Civil Rights Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day

Court & Clerk's Exchange Meeting

Downtown Justice Center
 620 West Jackson Suite #2083
 (Justice Court – Training Room)
 Phoenix, AZ
 12:00 pm—1:00 pm
 July 21, 2015

June 27, 2015
 August 14-16, 2015 (Annual Meeting)

Date, time and location of each meeting may vary but will be posted prior on the APSA website.

PRIVATE PROCESS SERVER TESTING BY COUNTY			
County	Contact person	Telephone	Testing dates/times/detail
Apache	Delana Waite	928-337-7551	Not provided before publication date
Coconino	Debbie Young	928-679-7600	By appointment only through security at 928-679-7510
Cochise	Martha Rivera	520-432-8581	Every 4th Wednesday of the month 9:00 am-10:00 am
Gila	Vickie Aguilar	928-402-8559	By appointment only
Graham	Rebecca Ornelas	928-428-3100	Not provided before publication date
Greenlee	Pam Pollock	928-865-4242	Not provided before publication date
La Paz	Barbara Kubacki	928-669-6131	Not provided before publication date
Maricopa	Sharlette Wright	602-506-1909	2014 dates: April 10th, May 8th, June 12th, July 10th, Aug. 14th, Sep. 11th, Oct. 9th, Nov. 13th, Dec. 11th
Mohave	Mim Quesenberry	928-753-0713x416	Not provided before publication date
Navajo	Rene Fuentes	928-524-4177	Not provided before publication date
Pima	Alan Walker (Call him the day before exam.)	520-724-3282	Check in at 8:30 am on exam day. Apr. 15/30; May 15/30; June 13/30; July 15/30; Aug, 15/29; Sept, 15/30; Oct.15/30; Nov.15/26; Dec.15/30
Pinal	Marsha Tucci	520-866-5305	Not provided before publication date
Santa Cruz	Karla Zuniga	520-375-7700	Not provided before publication date
Yavapai	Kelly Gregorio	928-771-3312	Tuesdays and Thursdays at 8:30 a.m. and 3:00 p.m. by appointment
Yuma	Michelle Lackey	928-817-4241	Scheduled as needed

All Process Server testing starts promptly. Late admission is not allowed. All testing requires pre-registration through the court clerk's office. Please make arrangements well in advance of the test date.

Advertising Submission Policy:

- The APSA Newsletter is published in March, June, September and December of each year.
- All advertising must be paid for in advance. Payment should be made to the Arizona Process Servers Association. A 15% discount is available for advertisers who pay for a full year in advance.
- Advertising rates are quoted for full-color camera-ready copy in electronic submission in an approved format.
- Advertiser is responsible for preparing & submitting ad copy. Copy must be submitted no later than the last day of the month preceding publication
- Acceptance, placement and publication of advertising is subject to the sole approval and discretion of the Editor.
- Inappropriate advertising content will not be accepted. Editor reserves the right to decline any advertisement.
- In the event that an item of advertising is rejected, a refund shall be made to the advertiser.
- Advertisement size quoted is approximate. Actual size may vary depending on page availability.
- Advertorials may be written by APSANews.com staff or outside writer at cost to advertiser. Publication of advertorials is charged by the column inch.



Of Mouses and Mice and Keyboards...

(continued from page 10)

Logitech has good software and you can migrate the profile straight into the keyboard so you program the keys, move it into the keyboard, take your keyboard (or gamepad) with you and upload that data into the next PC for immediate use. These have 3 bays of 18 keys for a total of 54 programmable keys.

Which is better? What do you recommend? Where should I buy from? How long do they last?

Software: Razer has cloud based software so you can access those programmed keys anywhere you go. Logitech software has to be loaded into each PC you use the item with and you have to either reprogram everything you use, or use the on-board storage to migrate the profiles around with you. Bang for the buck on software: Razer.

Keyboards: Razer's keyboard

selection is weaker than their mouse selection, but I much prefer the Razer mechanical keyboards (clicky noise on keypress) over the standard Logitech membrane keyboards. Bang for the buck on keyboards: Logitech.

Mice: Razer has an epic selection of gaming mice. Wireless, wired, different button configurations, design options, adjustable size (for those with a more 'manly' or 'petite' hand this is nice to have) and more buttons available, whereas Logitech has never really impressed me with their gaming mice, tho I simply cannot argue that I have never seen a standard mouse last longer than my cordless Logitech one. Bang for the buck on mice: Razer

Where should you buy from? My recommendation is almost always Amazon.com or Newegg.com tho you can certainly get your items from Best Buy or Fry's Electronics. Usually I can find refurbished items

for considerably less than new ones on Amazon. Of note: Best Buy price matches new items on Amazon. How long can I expect one to last? A new gaming mechanical keyboard is rated at around 30-50 million key presses compared to your standard membrane keyboard at 5-10 million. What does that mean? They keys themselves will last for well over 5 times as long.

I hope this gave you some information that may become a valuable resource for you!

Sincerely, Gerri

(gerri@ezmessenger.com)



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APSA

Serving Arizona Process Servers Since 1973

www.arizonaprocessservers.org

Opinions expressed in the APSA Newsletter are not necessarily those of the Board, individual Board members or officers, nor each member. The APSA Newsletter is published to promote a source of news and information for APSA members, affiliates and interested persons and organizations. Contact APSA for further information about membership and advertising. Editorial opinions are that of the editor, and do not represent the official opinion of APSA.