

# APSA

ARIZONA PROCESS SERVERS ASSOCIATION

2009 Board of Directors

**PRESIDENT**

**Randy Smith**  
Phoenix  
rls@trackdowninc.com  
(602) 252-8521

**VICE PRESIDENT**

**Jeff Evert**  
Scottsdale  
jeff@azpi.com  
(480) 314-5050

**SECRETARY**

**Patty Chlebanowski**  
Phoenix  
pattyc@frontierpps.com  
(602) 254-7427 ext. 106

**TREASURER**

**John Carpenter**  
Phoenix  
[carpenterlegalservices@cox.net](mailto:carpenterlegalservices@cox.net)  
(602) 253-3910

**DIRECTORS**

**Jenna Jones**  
Tempe  
tempeprocess@aol.com  
(480) 516-7221

**Franklin Dano**  
Glendale  
Fdano@cox.net  
(602) 370-3456

**Larry Ratcliff**  
Lakeside  
lrpi@frontiernet.net  
(928) 367-0510

**Ron Ezell**  
Tucson  
ronezell@helpaz.com  
(520) 623-8436

## SPRING 2009



February, 2009  
VOL 11, Issue 1  
[www.arizonaprocessservers.org](http://www.arizonaprocessservers.org)

## PRESIDENT'S MESSAGE

Hello fellow board members and members. I would like to welcome all new current members to the Association. I am hopeful that this year we can get our legislative bills passed to help protect the process server as we are doing our work. 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 again and Happy New Year to all my fellow members. I am wishing you all the best for 2009 and would like to see more support from our members when it comes to the Association. Your board is in a thankless position. We are not asking for recognition but if you see one of your board members out there pat him or her on the back and say thanks for your help. We really would like to hear and see new faces so if you are interested in anything, teaching, learning what the board members do, newsletter or any facet that you might think you would like to volunteer for, give any one of us a call. Recently thru some hard work, effort and time, Bill Barber a long time process server had made some head way in starting to promote the Association by talking to the Justice Courts. Bill along with Randy Smith, Efrain Sotelo & I have been to several meetings and we were able to speak to the Judges at one of their quarterly Bench Meetings. This month Bill and I were able to attend a Justice Court Manager's meeting. We are trying to express our concerns with filing problems that have come about, time delay in getting documents back, etc. We do feel we are off to a great start. If you should have any issues with the Justice Courts, please give Bill Barber a call at (602) 254-6786 or you can email him at [billbarber@helpaz.com](mailto:billbarber@helpaz.com).

We once again are working with the Arizona Legislators about the assault and trespass issue. This is very time consuming and requires a joint effort by all of our members. We are asking for a fund drive to help the association continue its efforts in working and trying to get laws passed for all of us in our industry. **IF YOU CAN SEND A DONATION ALONG WITH YOUR ANNUAL RENEWAL THIS YEAR**, it would be greatly appreciated. We can continue to afford the services of our lobbyist in fighting for all our members.

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

**-Patty Chlebanowski**

## Calendar of Events

### **Arizona Process Servers Association Educational Class- Bullhead City**

Thursday March 26, 2009 7:45 AM – 6:45 PM

Arizona Certified Process Servers (6 hours) and Rules of Civil Procedure (4 hours)

Mohave County Community College-Bullhead Campus Room 103

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

Thursday, March 26, 2009 promptly at 9:30 AM - **YOU MUST PRE REGISTER**

620 West Jackson- Third Floor – Suite 3017

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

Thursday, April 23, 2009 promptly at 9:30 AM - **YOU MUST PRE REGISTER**

620 West Jackson-Third Floor-Suite 3017

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

April 29, 2009 at 12:00 PM – 1:00 PM (1 hour)

620 West Jackson-2<sup>nd</sup> Floor Suite #2083

### **Memorial Day, Monday May 25, 2009**

**COURTS CLOSED**

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

Thursday, May 28, 2009 promptly at 9:30 AM - **YOU MUST PRE REGISTER**

620 West Jackson-Third Floor - Suite 3017

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

Saturday, June 26, 2009 and Sunday June 27, 2009

Arizona Certified Process Servers (6 hours) and Finding People & Assets (4 hours)

Location To be Announced watch the website for details and registration forms

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

Thursday, June 25, 2009 promptly at 9:30 AM - **YOU MUST PRE-REGISTER**

620 West Jackson – Suite 3017 (Third Floor)

### **Independence Day – Friday, July 3, 2009**

**COURTS CLOSED**

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

Tuesday, July 14, 2009 from 12:00 – 1:00 PM (1hours CLE)

620 West Jackson-2<sup>nd</sup> Floor-Suite #2083

## Process Servers, Court and Clerk's Office Information and Exchange Presentation

Minutes for January 21st, 2009

### Welcoming Remarks

Honorable Michael K. Jeanes, Clerk of the Superior Court, welcomed the group to the meeting. The meeting started at 12:00. **The next quarterly meeting is scheduled for April 29<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 new Process Server's 2009 meeting calendar is now 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 Supreme Court Administrative Order #2008-89, signed by Chief Justice Ruth V. McGregor, authorizing attorney's and parties to voluntarily eFile documents in civil cases effective December 1, 2008. The Local Maricopa County Court Rule that requires or allows paper copies to be provided to the judicial divisions does not apply to electronically filed documents. Mr. Jeanes also advised there is a pending Administrative Order ready to be signed requiring mandatory eFiling for all attorneys. It is anticipated the order will be signed once the statewide eFiling portal is complete. The vendor contracted to develop the statewide eFiling portal is Intresys (TurboCourt).

Mr. Jeanes reviewed proposed court rule changes pertaining to data dissemination and access to court records to the following rules: Supreme Court Rule 123, AZ Rules of Criminal Procedure Rule 2.3 and AZ Rules of Civil Procedure Rule 5. The rule changes would prevent a filing party from including sensitive data in documents filed such as social security numbers, bank account numbers, etc. The rule change would also expand electronic access to court records. The proposed rule changes are available on the Supreme Court's website by clicking here.

### Budget Status Update

Mr. Jeanes provided information about Administrative Order #2009-001, signed by Chief Justice Ruth V. McGregor of the Supreme Court, regarding budget reductions in the Judicial Branch of Arizona. The administrative order authorizes all minute entries to be delivered electronically to attorneys if local court technology capabilities permit doing so. 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, so that official court documents may be sent to them electronically. This order also authorized the charging of a \$26 fee for the establishment and processing of a deferral.

Budget cuts are anticipated in the Clerk's office. There are currently 94 vacant positions in the Clerk's office; however, 40 of the vacant positions are not funded. The remaining 54 vacant positions will not be filled. The Maricopa County Board of Supervisors asked the Clerk's office to present a budget that is reduced up to 20%. If the reduced budget is implemented, service levels will degrade. Information will be disseminated as soon as it becomes available.

### **Court Administration Topics**

Ms. Donna Williams, Family Court Assistant Administrator, was not present at the meeting. A request was made that a LRD or last revision date be included when the Judge's list is updated on the Superior Court website. Mr. Jeanes indicated that he would pass this onto Court Administration.

### **NEW CV Cover Sheet**

Lauri Thomas explained that a new statewide Civil coversheet was now available on the Supreme Court website and briefly discussed the changes to the coversheet. A Maricopa County version is also available. It was requested that whenever possible, when filing in Maricopa County, that the local Maricopa County version of the coversheet be used.

- Question: "How are cases assigned at the different facilities?" It was explained that zip code of the pro per party or attorney would be used to ascertain which facility a case would be assigned. If a case is assigned the wrong location pursuant to Clerk error and if this is brought to our attention before the case is initiated on the case management system or before the case is served on the other party, a correction will be made administratively. If the error is not identified in a timely manner, a request for reassignment would be required.

- Question: "Is there any clarification on what is subject to the complex litigation fee and what is not?" It was explained that the majority of new cases are subject to the fee. The only cases not subject to the fee are those that use very little court resources, such as name changes, injunction against workplace harassment, etc. The Clerk's office is in the process of updating the fees portion of our website to align with the Supreme Court's direction for fees.

### **Family Court Rule Changes Effective 01/01/2009**

Mr. Jeanes explained that the Family Court Rule changes went into effect on January 1, 2009. The biggest impact to the Process Servers would be that a new Sensitive Data Sheet was approved.

### **New Probate Rules in Effect – 01/01/2009**

Mr. Jeanes announced the new Probate Rules that went into effect on January 1, 2009. These rules are brand new and we anticipate that there may be some requests for changes during the Rule 28 review period.

Website Addresses with Rule Change Information  
Arizona Rules of Probate Procedure - R-07-0012  
Recent Rule Changes

- Question; “Can the Clerks Office post all changes that would pertain to the Process Servers?” Mr. Jeanes explained he didn’t know if that would be something that would be feasible for the Clerk’s office to provide, but that he would look into the possibility and he would have Aaron Nash review Rule 28 concerning our responsibility. Click [here](#) to view the order amending Rules 28 and 124 in the Rules of the Supreme Court.
- Court Operations Supervisor, Maridel Soileau, provided information regarding the new confidential documents envelope requirement. All confidential documents must be in a 9x12 envelope. The envelope must have the necessary information on the front of the envelope in order for them to be accepted at the probate file counter. Envelopes are available for \$.50 per envelope at the probate file counter.

**Subpoenas Issued by State Bar**

Mr. Gordon Mulleneaux, Associate Clerk with the Clerk of the Superior Court, reviewed the information regarding the new process that allows attorney’s to have Maricopa County civil subpoena’s issued electronically 24 hours a day. Attorneys may access the AZ State Bar’s website at [www.myazbar.org/subpoenas](http://www.myazbar.org/subpoenas) and have civil subpoenas issued electronically. The standard \$26 issuance fee applies as well as a \$10 servicing fee. An official court seal is electronically placed on the subpoena as well as a unique identifying number and a code indicating which county the subpoena was issued on behalf of. The fees and a report listing the subpoenas issued are transmitted to the Clerk’s office on a monthly basis. In the near future, customers will be able to utilize the online subpoena application for other superior courts and case types.

**Process Server Requirement to Update Information**

Ms. Melanie Fay with Customer Service requested all process servers call the Process Servers Coordinator when contact information (phone numbers and addresses) are to be updated at 602-506-1909.

- Question: “Can an email address be set up for the updates?” Ms. Fay advised that they are working on that and the email address will be added to the Clerk’s office website once it is available.

**Depository Location Follow up**

Mr. Jeanes advised the lighting concerns previously discussed were addressed. Additional lighting was added to the area. Mr. Jeanes asked if there were any other concerns regarding the new location of the night depository box and none were mentioned.

**Justice Court Information**

Honorable Judge Sam Goodman was not present at the meeting.

**Questions:**

• “When will the minutes from the October 15<sup>th</sup> meeting be published on your website?”  
Answer: We will work on having them posted. (Update: the minutes are now available)

• “Will the Civil File Counter continue to help customers until 5:30pm?” Answer: Yes, however, this is subject to change due to the budget constraints.

• “I have concerns about how the complaint procedures are being handled for a Process Server. Can the Judge responsible for following up on Process Server complaints be invited to the next meeting?” Answer: We can invite the Judge and it will be at the Judge’s discretion to attend. If the Judge does attend, they will not be able to discuss specific complaints.

• “Is it possible your office will change to a four day work week?” Answer: By state law, we must be open 8:00am to 5:00pm. It would be up to the Governor and Legislature to make that change. We are not able to make that change without their approval.

• “Do you know when the Southwest office will open?” Answer: Due to budget constraints, the opening of that location is on hold. Almost all building projects are on hold except the Criminal Court Tower project until further notice.

Mr. Jeanes explained that if any one has any issues that come they are welcome to contact Lauri Thomas at [LThomas@COSC.maricopa.gov](mailto:LThomas@COSC.maricopa.gov) we will always try to resolve any problems as quickly as possible. Having no additional items, the meeting was adjourned at 1:00 P.M.

THE NEXT REGULAR MEETING IS SCHEDULED:

**Wednesday, APRIL 29<sup>th</sup>, 2009 from 12:00 – 1:00 PM**  
**620 WEST Jackson – 2nd FLOOR- CTS TRAINING ROOM #2083**

**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: \_\_\_\_\_



## 2009 MEMBERSHIP DUES WERE DUE JANUARY 1, 2009

The following is a list of members we are showing as not renewed as of February 15, 2009. Our Annual Directory is currently ready to be printed in March. If you wish to renew please do so immediately so you can be listed on the WEBSITE and in the 2009 DIRECTORY. If you feel you are on this list in error please contact us via email at [apsaadmin@cox.net](mailto:apsaadmin@cox.net).

2009 Members Not Paid		
Last Name	First Name	Member Exp
Acereto, A.C.P.S.	Enrique Daniel	12/08-Pd 10/07
Acree, A.C.P.S.	Richard F.	12/08-Pd 9/07
Arellano	Emiliano (Bill) E.	12/08-Pd 2/08
Arellano	Amy A.	12/08-Pd 2/08
Balmer	RoseMary	12/08-Pd 2/08
Balmer	Lane	12/08-Pd 2/08
Bauer	Marcia	12/08-Pd 9/07
Begaye	Darryl J.	12/08-Pd 5/08
Bibich, A.C.P.S.	Joe P.	12/08-Pd 9/07
Bies, A.C.P.S.	Brett G.	12/08-Pd 2/08
Body	Bruce F.	12/08-Pd 10/07
Borg	Michael	12/08-Pd 2/08
Bosnic	Almir	12/08-Pd 8/07
Bourne, A.C.P.S.	Jeff	12/08-Pd 5/08
Brewer, A.C.P.S.	Gerald	12/08-Pd 11/07
Brinkman, A.C.P.S.	Frank	12/08-Pd 10/07
Brown	Martin N.	12/08-Pd 11/07
Buckner, A.C.P.S.	Gary	12/08-Pd 3/08
Buckner, A.C.P.S.	Gary	12/08-Pd 3/08
Buckner, A.C.P.S.	Gary	12/08-Pd 3/08
Buckner, A.C.P.S.	Gary	12/08-Pd 3/08
Cahill, A.C.P.S.	Sheila M.	12/08-Pd 3/08
Calabrese, A.C.P.S.	Stephen	12/08-Pd 5/08
Candelaria, A.C.P.S.	Bobby S.	12/08-Pd 10/07
Cartwright, A.C.P.S.	Carl	12/08-Pd 9/07
Cartwright, A.C.P.S.	Erica	12/08-Pd 9/07
Chamberlain, A.C.P.S.	Jody	12/08-Pd 10/07
Cobb, A.C.P.S.	Michael R.	12/08-Pd 01/08
Colwell	Trudy	12/08-Pd 2/08
Colwell	Brian A.	12/08-Pd 2/08
Colwell	Marvin	12/08-Pd 2/08
Comer	Bruce	12/08-Pd 10/07
Compton	Michael	12/08-Pd 5/08
Cooper, A.C.P.S.	Brent W.	12/08-Pd 5/08
Coppedge, A.C.P.S.	Kirby	12/08-Pd 9/07
Cox	William J.	12/08-Pd 12/07
Cox	John M. Jr.	12/08-Pd 12/07
Cox, A.C.P.S.	John (Jack)	12/08-Pd 12/07

2009 Members Not Paid		
Last Name	First Name	Member Exp
Cumnard, A.C.P.S.	David	12/08-Pd 9/07
Dano, A.C.P.S., A.C.P.S.I.	Franklin	12/08-Pd 10/07
Denison	Christopher	12/08-Pd 9/07
Depta	Joe	12/08-Pd 10/07
Dietrich, A.C.P.S.	Pamela S.	12/08-Pd 11/07
Dougherty, A.C.P.S.	Mark	12/08-Pd 9/07
Ellis	David E.	12/08-Pd 12/07
Evert, A.C.P.S.	Jeff	12/08-Pd 2/08
Fairbanks	Bob	12/08-Pd 2/08
Figuera	Erik M.	12/08-Pd 10/08
Fischer, A.C.P.S.	Fred W.	12/08-Pd 9/07
Foster	Douglas A.	12/08-Pd 6/08
Foutz, A.C.P.S.	Don	12/08-Pd 9/07
Franko	Jim	12/08-Pd 9/07
Gallardo	Roxanne	12/08-Pd 10/07
Gloer	Mark	12/08-Pd 7/08
Gonzalez	Angela	12/08-Pd 7/08
Grenier	Ronald L.	12/08-Pd 9/07
Harold, A.C.P.S.	Velma	12/08-Pd 5/08
Hastings, A.C.P.S.	Douglas E.	12/08-Pd 10/07
Hemphill	Sharon L.	12/08-Pd 7/08
Herman, A.C.P.S.	Lawrence K.	12/08-Pd 10/07
Hernandez, A.C.P.S.	Christopher	12/08-Pd 10/07
Hinckley	Meghan	12/08-Pd 2/08
Hoyden	Robert	12/08-Pd 8/08
Ineich	Steve	12/08-Pd 9/07
Ineich	Debbie	12/08-Pd 9/07
Infante, A.C.P.S.	Douglas	12/08-Pd 10/08
Ingalls	Celeste	12/08-Pd 10/07
James	Frank	12/08-Pd 6/08
Jones	Linda	12/08-Pd 2/08
Jones, A.C.P.S	Teresa	12/08-Pd 9/07
Jones, A.C.P.S.	Alan C.	12/08-Pd 3/08
Juel	Dana K.	12/08-Pd 10/07
Kaye, A.C.P.S.	Laura A.	12/08-Pd 7/08
Keys	Peter L.	12/08-Pd 9/07
Knaeble, A.C.P.S.	Richard M.	12/08-Pd 3/08
Kosnoski, A.C.P.S.	Robert	12/08-Pd 9/07
Kovacs, A.C.P.S.	Brian C.	12/08-Pd 10/07
Kyle, A.C.P.S.	Carter	12/08-Pd 10/07
Langley	Anji	12/08-Pd 4/08
Larkey, A.C.P.S.	Craig J.	12/08-Pd 11/07
LeDesma, A.C.P.S.	Randy	12/08-Pd 10/07
Lehring	Terry J.	12/08-Pd 11/07
Loughrige, A.C.P.S.	Joyce	12/08-Pd 3/08
Loughrige, A.C.P.S.	William J.	12/08-Pd 3/08

2009 Members Not Paid		
Last Name	First Name	Member Exp
Lyle	William D.	12/08-Pd 3/08
Macaluso, A.C.P.S.	Lisa M.	12/08-Pd 10/07
Magnuson	John L.	12/08-Pd 5/08
Martel, A.C.P.S.	Thomas O.	12/08-Pd 9/07
Martinez	Aaron	12/08-Pd 2/08
Martinez-Bareiro	Ruben D.	12/08-Pd 12/07
Matheny	Les	12/08-Pd 5/08
McConnell	Olivia	12/08-Pd 10/07
McManaway	Scott	12/08-Pd 10/07
Meeks, A.C.P.S.	Donovan	12/08-Pd 09/07
Menona	Jame W.	12/08-Pd 9/07
Merring, A.C.P.S.	Michael	12/08-Pd 9/07
Miles	W. Bradley	12/08-Pd 10/07
Munson	Mike	12/08-Pd 2/08
Neel	Barry	12/08-Pd 8/08
Padilla	Robert J.	12/08-Pd 2/08
Palmer, A.C.P.S.	Christine L.	12/08-Pd 3/08
Palmer, A.C.P.S.	Robert A.	12/08-Pd 3/08
Pechan	Louis R.	12/08-Pd 2/08
Peterson	Kenneth G.	12/08-Pd 9/07
Pizzi	John	12/08-Pd 11/07
Poindexter	Carlyle	12/08-Pd 9/07
Polk	Dawn	12/08-Pd 6/08
Presnell	Virginia	12/08-Pd 10/07
Pullins	Johnie	12/08-Pd 12/07
Rambo	Richard L.	12/08-Pd 2/08
Reindl	Ben	12/08-Pd 9/07
Reyna	Joshua	12/08-Pd 9/07
Reynolds	Ruth	12/08-Pd 12/07
Rolf, A.C.P.S.	David	12/08-Pd 3/08
Ronnie, A.C.P.S.	Daniel R.	12/08-Pd 10/07
Rosenberg	Martin	12/08-Pd 11/07
Rowland	Coleen O.	12/08-Pd 5/08
Rupprecht	John	12/08-Pd 3/08
Salvino, A.C.P.S.	Gianni (Sal)	12/08-Pd 9/07
Schaff, A.C.P.S.	Bryan J.	12/08-Pd 10/07
Sebring	Joel R.	12/08-Pd 11/07
Sharritts, A.C.P.S.	Patrick A.	12/08-Pd 12/07
Showen	Jeff	12/08-Pd 10/07
Slaven	Jill	12/08-Pd 10/07
Sotelo, A.C.P.S.	Efrain	12/08-Pd 9/07
Sween	Dennis	12/08-Pd 10/07
Sween, A.C.P.S.	Pamela	12/08-Pd 10/07
Tallini, A.C.P.S.	Paula C.	12/08-Pd 5/08
Tavernaro	John	12/08-Pd 10/07
Thompson, A.C.P.S.	Johnna	12/08-Pd 12/07

<b>2009 Members Not Paid</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Member Exp</b>
Thomson	Ken	12/08-Pd 5/08
Thomson, A.C.P.S.	Bonnie J.	12/08-Pd 3/08
Walker-Munroe	Tara	12/08-Pd 5/08
Ware, A.C.P.S.	Robert	12/08-Pd 09/07
Wesnitzer, A.C.P.S.	Christina	12/08-Pd 3/08
Williams	Gary A.	12/08-Pd 10/07
Woolford	Melisa	12/08-Pd 12/07
Worner, A.C.P.S.	Debra K.	12/08-Pd 12/07
Wylie	Robert P.	12/08-Pd 7/08
Yannuzzi, A.C.P.S.	Lynne	12/08-Pd 11/07
Yoder, A.C.P.S.	David	12/08-Pd 11/07
Zwall, A.C.P.S.	Gary J.	12/08-Pd 9/07

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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.

\*\*\*\*\*

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

- Yes       No      Legal Messenger Service
- Yes       No      Skip Tracing
- Yes       No      Record Searches
- Yes       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:**