

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

The NEWSLETTER

3rd Q 2019

www.arizonaprocessservers.org

APSA Continuing Education Courses & Conference

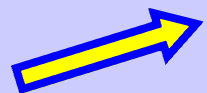


Saturday September 7, 2019 and Sunday September 8, 2019
Sheraton Hotel at Wrigleyville West
860 N. Riverview
Mesa, AZ 85201

10 Hours CLE taught by APSA Instructors
Annual APSA Board Meeting & Elections
AALPI Classes

It's still pretty hot, so please be safe and drink plenty of water.
Interested in your Association? Be a volunteer and make a difference!
We could use YOU!

Continuing Education Classes
Saturday September 7, 2019 & Sunday September 8, 2019
Registration Application Inside



Editor's Column



Barry R. Goldman

*It's **HOT** in Arizona! This year's Conference & Educational event promises to be **REALLY HOT!***

Again, we combined with AALPI to bring you some very diverse and interesting continuing education classes. The lineup promises to be pretty exiting, and if you haven't been to the Sheraton at Wrigleyville, you don't want to miss this year's experience.

This year, Mike Kuzel is teaching an hour about Industrial Accidents. Eric Dowell is teaching a course about investigating sexual harassment allegations, and Rich Robertson brings us the Legal Update for Private Investigators. Raees Mohamed is teaching a course on Legal Hacks: Exposing Internet Trolls; Patrick Andler & Dave Smith teach about Working with

an Arson Expert and we have the new (updated) ACPS Course and Certification Exam. That's just on Saturday!

On Sunday, we have a Forensic Investigations course taught by Jefford Englander, Spanish for the Process Server and P.I. taught by Judith Costello, Accident Reconstruction Investigation by Joe Catone, and for those interested in the Jodi Arias case, Van DiCarlo brings us a look at The Role of the Defense Investigator. I'll be bringing you a two hour course on Evictions in Arizona, with updated information and handouts.

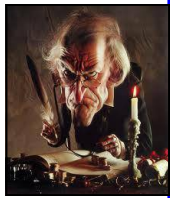
There are some changes in the wind, too. It's election time, and that means you get to vote.

Even if you aren't attending, stop in and vote during the Annual Meeting on Saturday. Your Board of Officers and Directors is having a changing of the guard, and the Board has proposed some

really interesting amendments to our Bylaws, which you can see in the following pages.

The proposed Bylaw amendments are needed and they will be a good thing for the Association. Membership, as well as

Officer and Director terms are proposed at two years, instead of the usual one year. I believe this will give more teeth in getting things done.



Changes in the classes of membership are also proposed, so that membership is not restricted to *only* Arizona process servers, as it is, now. The Board is looking to broaden our membership base, and this is a way to do it.

The Board wants to allow membership to be expanded to *Associate* (non-voting, out of state) members, *Honorary Members* (for those who are retired or have given service to the Association), and *Supporting Members* (for individuals and companies who want to advertise and support APSA, such as vendors).

The Secretary and Treasurer positions are proposed to be combined into one Secretary/Treasurer. This will allow the Board to appoint an Administrator for the day to day operations of the Association. A Policies and Procedures Manual is being drafted for the Board to approve at the Annual Meeting, as well.

It's all well worth it to come, attend classes and be a part of the conference and your association. I hope to see you there. — BRG

I CANN PROCESS SERVICE

LINDA M. COONTS, A.C.P.S.

OFFICE: (520) 249-5100

P.O. Box 728

Sierra Vista AZ 85636

Registered Officer of Superior Court

State of Arizona

County of Cochise

Secretary's Corner

Patty Chlebanowski, Secretary



Dear Fellow Members:

Hello everyone. We hope to see you at the conference this year. We are having it at Sheraton Hotel, the same location as last year. *If you are interested in becoming an officer, please let one of the current board members know about your interest.* We would love to get some new people and new ideas on our 2020 board.

As you know this is my last term but some of my duties have been changed, so if you can help out please read the listing of the

Secretary duties and put your name in the hat.

It's still pretty hot, so please be safe out there and drink plenty of water.

We are still looking for other new volunteers, as well. Make a difference—Be a Volunteer.

Please think about helping your organization out.

Patty Chlebanowski
Work: 602-254-7427



APSA Officers & Board Members for 2019

President:

Kelli McFarland
allianceinvestigations@msn.com
 928-717-1196

Vice President:

Sean Laman
seanlamanwork@gmail.com
 623-628-3389

Treasurer:

Luis Figueroa
luis@alssinc.com
 928-343-9071

Secretary:

Patty Chlebanowski
mail2butterfly6@cox.net
 602-908-5100

Directors:

Larry Ratcliff
larryratcliffpi@gmail.com
 928-367-0510

Ron Ezell
ronezell@earthlink.net
 520-798-2200

Lisa Macaluso
 480-878-8677

Barry R. Goldman
service@rapidrps.com
 (877) 472-7431

APSA Legal Advisor:
 Charley Laman
info@lamanlawoffice.com
 602-717-5326

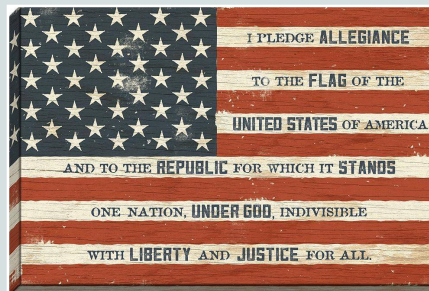
APSA Newsletter Published by the Arizona Process Servers Assn.

PO Box 2233
 Phoenix, AZ 85002
 Phone: (602) 476-1737
 Fax: (602) 258-9550
azserverassoc@gmail.com

Disclaimer: Comments and opinions expressed in the APSA Newsletter are that of the writer and do not necessarily reflect the opinion of the Association, its Officers or Board.

Changes, Corrections & Submissions:
Let your Editor know if you have any!

Edited & Produced by:
 Barry R. Goldman
 (877) 472-7431
service@rapidrps.com



10 Hours of Continuing
 Education Classes and More!
 Saturday September 7,
 2019 &
 Sunday September 8,
 2019
 See inside!

APSA Newsletter 2019 Quarterly Publishing Schedule

1st Quarter: (Jan. 1-Mar. 31)
All submissions are due no later than Feb. 1st.

2nd Quarter: (Apr. 1-June 30) All submissions are due no later than May 1st; targeted publication date is May 15th. The annual publication of the Bylaws and Code of Ethics occurs in this edition.

3rd Quarter: (July 1-Sept. 30) All submissions are due no later than July 1st; targeted publication date is July 15th, but in no circumstance any later than 45 days prior to the scheduled Annual Conference and Educational Event. (See Bylaws, Article VIII, Section 1.)

4th Quarter: (Oct. 1-Dec. 31)
All submissions are due no later than October 31st.

Schedule changes: Publication schedule may be subject to change for any reason including but not limited to accommodating Board meeting dates, continuing education events, special submissions, news or other information to better serve our members and other readers. Additional Newsletter editions may be published at the direction of the APSA Board.

Changes & Corrections: If you have changes or corrections to your contact information, please let us know by contacting the APSA Secretary.

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



L.R. Investigations L.L.C. & Process Service

1517 West Navajo Lane
Lakeside, Arizona 85929
Phone (928) 367-0510
Fax (928) 367-5328



Dear APSA and AALPI Members,

Welcome to the 2019 APSA and AALPI Training and Conference!

We truly appreciate your attendance at this conference and hope that is everything you expect.

During the conference we encourage everyone to exchange business cards and network. Meet some new friends and get reacquainted with old friends. I truly hope it is as relaxing as educational.

In APSA news, there are some changes that have been made and some more changes that need membership attention.

Please look over your conference pamphlet and look over the APSA bylaw changes so that you can vote during our annual meeting.

Changes and updates needed to be made to the APSA Bylaws and outlines were taken and suggestions from NAPPS (the National Association of Private Process Servers) which APSA is a Charter Member.

The new Bylaws major change is the outline a new APSA Board whose terms stagger every other year so that half the board is changed every year but retains half the board with experienced members. This will assist the board with continuing efforts in Legislation and other matters without stalling while new members learn the ropes.

Also at the conference be sure to purchase your APSA Polo Shirts and Chill Chaser Jackets. We are proud of the design and think our members will appreciate the professional look for everyday work.

At the Yearly membership meeting we will be voting on New Board Members and Officers. Remember this is your Association so please get involved. If you would like to run for one of the board positions, please send Barry a quick email and he will get your name on the paper ballot.

I look forward to seeing y'all at the conference.

Larry Ratcliff

Larry Ratcliff
Past President / Current Board Member



APSA



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.

June 2019

Pending Rule Change Petitions

The Arizona Supreme Court establishes court rules for all state courts in Arizona. Court rules may be established on the Supreme Court's own motion ("sua sponte") or in response to a petition filed under Rule 28, Rules of the Supreme Court.

Here are some statistics with regard to rule types and the number of petitions filed:

- Rules of Civil Procedure: 5 petitions
- Rules of Criminal Procedure: 11 petitions
- Rules of the Supreme Court: 3 petitions
- Rules of Juvenile Court Procedure: 1 petition
- Rules of Family Law Procedure: 2 petitions
- Rules of Protective Order Procedure: 5 petitions
- Rules of Probate Procedure: 3 petitions
- Rules of Procedure for Judicial Review of Administrative Decisions: 1 petition

The deadline for filing comments with the Supreme Court to these petitions was May 1, 2019. The Arizona Association of Superior Court Clerks filed four comments to pending Rule petitions. You can access a PDF version of the comments in the links below:

- Protective Orders Comments
- Rule 45 CP Rules Comments
- Probate Rules Comments
- Rule 5.4 CP Rules Comments

The Supreme Court will meet to discuss the petitions, comments and replies submitted at its annual rules conference, which is generally held in August or September. Resulting rule changes will then likely go into effect January 1, 2020.

If you are interested in learning more about the Rules process, please visit the Judicial Branch Forum FAQ. 2019 Legislative Session

The Arizona Legislature adjourned sine die at 12:58 am on May 28, 2019, after being in session for 135 days. 2019 marked the third-longest legislative session in more than a decade. The following are some statistics about the Legislative Session:

- Number of Bills Posted: 1318
- Number of Bills Passed House and Senate: 331
- Number of Bills Vetoed by the Governor: 7*** As of June 5th
- Number of Bills Signed by the Governor: 272*** As of June 5th
- Number of Memorials and Resolutions Posted: 100
- Number of Memorials and Resolutions Passed: 24



The general effective date for bills passed and signed into law by the Governor is August 27, 2019, which is 90 days after the ending of the legislative session.

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



Hi, I'm **Patty Chlebanowski**, long-time **Secretary of APSA**. **Frontier Insurance Agency, Inc.** has been in business for 50 years. **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. Frontier can usually get a bond written in about 24 hours.

PATRICIA CHLEBANOWSKI
Agent

FRONTIER INSURANCE AGENCY, INC.
Surety Bonds

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



APSA Board Meeting Agenda June 8, 2019

APSA Board Meeting Minutes June 8, 2019 (Unofficial)

**ARIZONA PROCESS
SERVERS ASSOCIATION**
Board Meeting Agenda
for June 8, 2019 at 3:30 PM -
at
2380 North Oakmont Drive,
Flagstaff, AZ 86004



PRESIDENT’S REPORT:

Kelli McFarland

VICE PRESIDENT’S REPORT:

?

SECRETARY’S REPORT:

Patty Chlebanowski: Minutes for Approval from March 9, 2019.

Mail, phones, website, Corporation Commission, D & O Insurance

TREASURER’S REPORT:

Luis Figueroa: March Report and now also approving June’s Report

COMMITTEE REPORTS:

Website Report: Patty Chlebanowski
Kelli

Membership Report: Patty Chlebanowski and Lisa Macaluso

Grievance Report: Larry Ratcliff

Larry one new member complaint, thank you for your well thought response.

Newsletter Report: Barry Goldman

Continuing Education: Patty Chlebanowski

2019 Annual Conference and AALPI , Do you have any vendors? Can we pay for Robin’s room for teaching?

Legislative Report: Barry Goldman & Ron Ezell

Old Business: Patty Chlebanowski

NAPPS Report

New Business: 2 year commitment for officers, ACPS class once a year, 2 year membership for a discount



Board Meeting Minutes
**June 8, 2019 at Continental Country Club at 2380
North Oakmont Drive, Flagstaff, AZ 86004 at 3:28 PM**

THOSE IN ATTENDANCE:

Board Members: Patty Chlebanowski, Larry Ratcliff, Kelli McFarland, Sean Laman, Ron Ezell, Barry Goldman and Charley Laman. Members present: Candy Ratcliff, Nathan Botsch, John Osborn and Don Howell. Non Member guests: Kay Dean & Donald Dean.

PRESIDENT’S REPORT:

Kelli McFarland called the meeting to order. She reported while Sean was connecting the intercom Call line, that Jason Brown gave a verbal resigning as a director on the board, she finally received his written letter and read it to those in attendance. Kelli McFarland did appoint Barry Goldman as a director for the continuation of this year. A call for approval of Barry’s appointment was asked and all replied yes. Kelli mentioned we tried to find a new website designer but the one she had contact with is no longer available. Kelli mentioned we need to find more board members and if you are interested to please speak up, so at the Annual Conference we can nominate you.

VICE PRESIDENT’S REPORT:

Sean Laman stated he will be able to finish out his term as vice president as he was not taking the Sheriff’s job. He had started working on approaching vendors for the conference. He still has not been able to use the Google drive vendor list we created for him last year, so he did create one very similar to use for possible vendors. He also asked if would be okay to include a ½ price table, where TWO vendors could share the table. \$150.00 for the table and \$30.00 for extra person = \$180.00. We all thought that would be fine and approved his motion. Patty will make sure her and Wayne email the form again to Sean.

He mentioned if we had any more contact with Legal Shield from the past. Several of us reminded him, we were not able to use their discount as we are a non-profit organization, so nothing ever became of their support. He also talked to the Roman Catholic Church and they would be interested in coming to the convention to see what we do and possibly having them make a public announcement and possibly getting on a radio talk show with them. Larry would like to handle the discussion with the Diocese if it comes to that.



APSA Board Meeting Minutes June 8, 2019 (Unofficial) Continued

Sean had mentioned about talking to the school board regarding legislative issues and talking to students. If we could possibly have 4 visitors passes for the conference that he would be able to use. We mentioned when passing out business cards only use the Arizona Process Servers Association cards. He can list his personal phone number on the back if he was to be their contact person. Sean had reached out to Kelli and had a conversation about an email system for the board.

SECRETARY'S REPORT:

Patty Chlebanowski asked if we reviewed the board minutes from March 9, 2019 that were previously emailed to the board. I did pass out a few copies to the board that was present. Did you see any corrections that needed to be made? A motion was made by Barry Goldman to approve the Secretary's minutes and seconded by Kelli McFarland. All in favor were asked and the motion passed. Patty reported that she has kept up with the duties of the mail, phone, emails and website which were last checked on Thursday, June 6, 2019. Patty also mentioned and explained what happened with the Arizona Corporation Commission, while Patty had completed the current information back on January 9, 2019, I did not hit the button as an Annual Report, which they thought we did not file. ALL was completed on April 9, 2019 and we are current. We finally had received our D & O Insurance for the board and is currently active for the year until May 15, 2020.

TREASURER'S REPORT:

Luis Figueroa was not present. Luis Figueroa had just emailed on June 7, 2019 to everyone on the board he would not be able to attend but sent in a Profit & Loss January thru April 2018 and January thru April 2019. Patty made a couple copies available for passing out. He also included a Profit & Loss for January thru December 2017 and January & December 2018. As of April 30, 2019 balances for Checking are \$6,723.88, Savings \$5,001.64, Legislative \$16,051.01 and PayPal \$2,270.68. We do need to make sure the Pay Pal is moved into the Checking Account. Ron Ezell will go talk to Luis and obtain the equipment to relieve his duties for him during his struggling time. A motion was made to approve his report by Kelli McFarland and seconded by Larry Ratcliff. Motion passed.

COMMITTEE REPORTS:

Membership Report: Patty Chlebanowski reported there was approximately 126 members. Lisa Macaluso was not present, she does not know if she had any progress the NAPPS phone list.

Website Report:

Patty Chlebanowski and Kelli McFarland have not been able to obtain a new person as yet. We were told in March

from Serve Now they were no longer maintaining associations websites for them. John Osborn asked about SCO for membership. A discussion was held. A question came up why can't we not look up company names? The response was it is programmed for areas and each individual name is the company name, but the individual member and their company name all appear after scrolling down the screen looking for a person in a certain area.



Grievance Report:

Larry Ratcliff reported he had received a phone call from a new member, that he felt we were not doing our jobs fast enough. Patty thanked Larry for taking the time to write back to our new member and explaining how the volunteer organization works, and that it is not a business and he understood the time frame from inputting information from a Friday and that it was all completed in the next week.

Newsletter Report:

Barry Goldman reported the last newsletter was sent out but Ms. President, I need your quarterly message for publication. Barry asked if we had a list of clerk and judges and legislators. He still would like to email our newsletter to each of them. Patty responded no we do not have a list. A discussion was held and we probably should not send them to the legislators but to the Committee chairs and not Constables at this time.

Continuing Education Report:

Patty Chlebanowski talked about the upcoming conference. While I have already booked Judith Costello for a 2 hour Spanish class for our Annual Conference on Sunday, September 8th. We still need to come up with another 2 hour class for Sunday. We will be holding our 6 hour ACPS class on Saturday, September 7th. Robin Martinelli from Georgia had sent me information of several classes she would be able to teach at the Conference. She would ask for reimbursement for teaching the classes we choose from her list. After a discussion, we will not be able to use Robin this year due to the fact we already have 1 paid Instructor for the conference. Sean and or Charley would be available to teach the Foreign Subpoena class on Sunday if needed. Patty asked everyone to possibly bring one gift for a door prize. We need to have a prize for each of the classes.

Legislative Report:

Barry Goldman reported some rule changes effective this year. The Constables are now able to serve Superior Court papers. Barry thought we should talk to the Supreme court about notifying us about rule changes. We need to reach out to the Arizona Bar Association to team up together.



APSA

APSA Board Meeting Minutes

June 8, 2019 (Unofficial) Continued

The Arizona Bar Association and the banking commission got together for the mailing of Writ of Garnishments to the bank. We tried to talk to the committee and chairman but they felt it was the best procedure.

OLD BUSINESS:

Ron Ezell reported he attended the NAPPS conference this year. The association now has a new president. There were several possible Amendments to the bylaws but they did not pass.

NEW BUSINESS:

John Osborn spoke up and wanted to know if we could post new rules. Sean mentioned possibly a bulletin with process servers coordinating and publishing new information. John asked about the quarterly Superior Court meetings. We informed them they have not had them in over a year. John asked if we could get a list of process servers names and numbers for contacting from Superior Court and or Supreme court. We informed him we have tried a couple counties in the past and they will not provide the information to us. Ron will talk to Pima county and explain what we are trying to do and maybe under the circumstances they would allow it. Larry things that we should table the discussion and at the Annual Conference we put together a membership committee and we could possibly create a data base of Arizona Process Servers. We need to have voting ballots so if there is several names for new board members it will be a written ballot not a vote by hands this year.

Larry and Barry explained their position about changing the By Laws for terms of board members to get a 2 year commitment. Example: Presidents would be voted on in even number years and Vice President would be voted on in odd numbered years. The Secretary/Treasurer position would be combined. The directors would be voted on every other year. To complete this we would need to change the By Laws and they must be submitted to the membership prior to the Annual Conference.

A discussion was held about only doing the ACPS class once a year rather than quarterly. Patty spoke against this stating, she felt we have new process servers attending these classes and if we do not teach them someone else will.

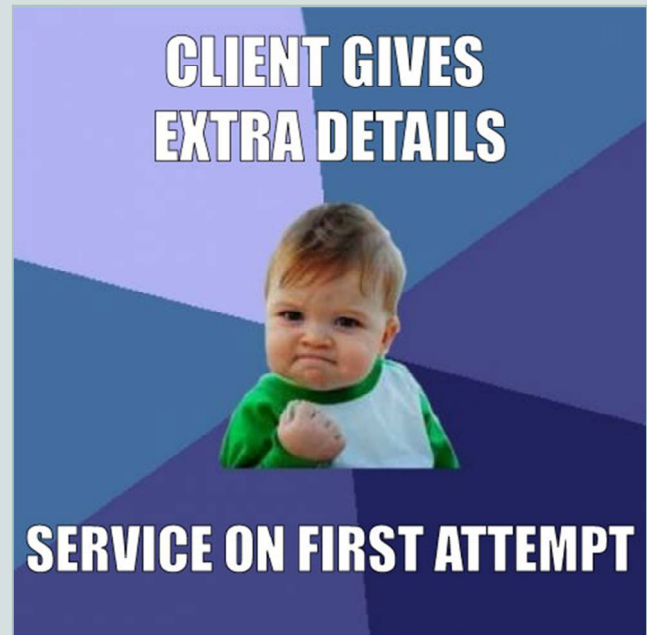
A discussion was also held regarding making membership for 2 years with a discount. We will table this until a working price is introduced.

A discussion was held regarding Bill Copeland still making negative comments in his teaching classes regarding the association.

Sean Laman made a motion to adjourn the meeting and seconded by Larry Ratcliff. Motion passed.
Meeting was adjourned at 5:53 PM.



Submitted by: Patty Chlebanowski, Secretary



Laman Law Office PLLC

Charley L. Laman, Esq.

AZ #024265 KS #010130

2303 N. 44th Street,

Box 1024

Phoenix, AZ 85016

Phone: 602-717-5326

Fax: 602-714-8078

info@lamanlawoffice.com

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 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.

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.

Section 6. Officers shall be elected by majority vote of members present at the annual conference. Directors shall be elected in a single ballot with each member casting one vote for each seat to be filled. Nominees receiving the highest plurality of votes will fill all seats in order of total votes received.

Majority vote shall not be required. No proxies shall be allowed.

Section 7. No member shall hold the office of President for more than three (3) consecutive terms.

Section 8. A vacancy in any office or directorship shall be filled by the Board of Directors.

Article VI – DUTIES of OFFICERS

Section 1. The administration and management of the association shall be controlled by the Board of Directors consisting of the officers and directors. They shall have the authority to do any and all things necessary for the administration of APSA.

Decisions shall be reached by majority vote of the Board of Directors members present. No proxy voting shall be allowed.

Section 2. The President shall preside at all meetings, shall make all appointments that are deemed necessary to run the association, and shall submit at the annual conference an annual report describing programs and Board actions.

Section 3. The Vice-president shall perform the duties of the office of president whenever the President is unable to do so.

Section 4. The Secretary shall cause to be recorded the minutes of all Board meetings and the annual conference.

Section 5. The Treasurer shall be responsible for carrying out all fiscal policies and procedures adopted by the Board; shall be responsible for preparation of financial statements and presentation of these to the Board at each meeting; and shall submit a written annual report to the annual conference.

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.



APSA

ANNUAL PUBLICATION OF APSA BYLAWS (continued)

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.

ANNUAL PUBLICATION OF APSA CODE OF ETHICS



Each member agrees to abide by the revisions and principles set forth herein when dealing with clients, general public, associate members and associates in business as follows:

1. Duties to Clients, General Public, Legal Entities

All work shall be performed in a professional and ethical manner. Nothing shall be done which would impugn the position or name of this Association or its members or the process serving industry. Everything possible shall be done to protect the rights, interest and confidentiality of clients, entities being served and the legal profession as a whole.

2. Licenses, Permits, Bonds, Other Requirements

Each member agrees to comply with and keep current during the tenure of his membership all necessary business licenses, bonds, permits and any other requirements mandated by the city, county, and/or state in which the member conducts business.

3. Exchange Work

Each member agrees to handle work sent to him by another member in a professional and ethical manner.

4. Proofs of Service, Not Found Returns, Other Reports

All documents shall be returned timely upon completing the work order. Each member shall comply with all instructions given by the forwarding agency. If a proof of service is provided by the sending party, it is mandatory that the serving party use that proof and fill it out in the manner requested.

5. Financial Responsibility

Each member agrees to promptly pay for services rendered by another member unless other specific arrangements have been made. A member, who is not an owner of the firm for which they work, is responsible for the ethical conduct of the firm for which they work.

Rev. 11/13

APSA

Proposed APSA Bylaw Amendments

Proposed amendments in blue italic

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



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.

Section 5. Providing educational opportunities and resources for process servers and the public.

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.

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.

Active Membership shall be valid for two years from the date of submission of the Membership application and payment of dues.

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 two years 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 as follows:

Section 3a. Active Member. An Active Member shall be an individual. An Active Member shall be an Arizona Certified Process Server, qualified to serve legal process in the state of Arizona.

Active Members shall be entitled to a listing in the association Membership Directory which will list their name, company name, address, telephone, fax and e-mail address. Active Members may advertise their name and/or company name, in all association produced directories, publications and on the website. Active Members may vote, hold office, elected or appointed, and may serve on or chair a committee. Active Membership is not transferable. Active Members who successfully attend and pass the APSA Certified Process Server course and examination may use the designation, "A.C.P.S." in their listing and advertising.

Section 3b. Associate Member. An Associate Member shall be an individual engaged in the process serving business located outside of the state of Arizona.

Associate Members shall be entitled to a listing in the association Membership Directory under the Associate Member section. Associate Members may not vote, or hold office, elected or appointed.

Section 3c. Honorary Member. Honorary Members shall have all rights and privileges of Membership including the right to vote and to hold elected office. The privilege of this Membership shall be determined by a majority vote of the Board of Directors. An Honorary Member shall be dues-exempt.



APSA

Proposed APSA Bylaw Amendments

(Continued)
*Proposed amendments
in blue italic*

Section 3d. Supporting Member. A Supporting Member shall be any individual or company associated with the process serving profession, except owners, partners, or stockholding corporate officers of process serving, photocopy or attorney service firms. Supporting Members may advertise their company name in all association Directories and publications. Supporting Members shall be entitled to a listing in the association Membership Directory under the Supporting Member section. Supporting Members shall be entitled to receive all publications and notices, attend meetings, training courses, annual conferences. Individual Supporting Members may serve on committees. Supporting Members may not vote, hold any office, elected or appointed.

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 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.

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.

Section 6. Officers shall be elected by majority vote of members present at the annual conference. Directors shall be elected in a single ballot with each member casting one vote for each seat to be filled. Nominees receiving the highest plurality of votes will fill all seats in order of total votes received.



A Xerox Company

Tucson
3501 E Speedway Blvd Ste 145
Tucson AZ 85716
Main (520) 989-3200

Phoenix
4320 E Cotton Center Blvd Ste 100
Phoenix AZ 85040
Main (602) 346-3000

Prescott
3050 N. Navajo Dr. Ste 107
Prescott Valley, AZ 86314



Proposed APSA Bylaw Amendments

*(Continued)
Proposed amendments
in blue italic*

Majority vote shall not be required. No proxies shall be allowed.

Section 7. No member shall hold the office of President for more than three (3) consecutive terms.

Section 8. A vacancy in any office or directorship shall be filled by the Board of Directors.

Article V – ELECTION of OFFICERS and DIRECTORS

Section 1. The Officers shall consist of a President, Vice-president, Secretary/Treasurer. Term of each Officer shall be two (2) years.

Section 2. No Member shall be eligible to be an Officer until they have been a Member for two (2) years.

Section 3. No Member shall be eligible to be a Director until they have been a Member for one (1) year.

Section 4. The Immediate Past President shall serve two (2) years 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. Each elected Board Member shall serve two (2) years. If there is no Immediate Past President, an additional Director shall be elected by the Membership or appointed by the Board.

Section 6. Elections of Officers and Directors shall occur at the annual Association conference. The President and two (2) Directors shall be elected in even-numbered years. The election of the Vice-President, Secretary/Treasurer and one (1) Director shall be done in odd-numbered years. Election or appointment of a fourth (4th) Director, if applicable, may occur in either odd or even-numbered years.

Officers and Directors shall be elected by majority vote of Members present at the annual conference. Officers and Directors shall be elected in a single ballot with each Member casting one vote for each seat to be filled. Nominees receiving the highest plurality of votes will fill all seats in order of total votes received. Majority vote shall not be required. No proxies shall be allowed.

Section 7. No Member shall hold the office of President for more than two (2) consecutive terms.

Section 8. A vacancy in any office or Directorship shall be filled by the Board of Directors.

Article VI – DUTIES of OFFICERS

Section 1. The administration and management of the association shall be controlled by the Board of Directors consisting of the officers and directors. They shall have the authority to do any and all things necessary for the administration of APSA. Decisions shall be reached by majority vote of the Board of Directors members present. No proxy voting shall be allowed.

Section 2. The President shall preside at all meetings, shall make all appointments that are deemed necessary to run the association, and shall submit at the annual conference an annual report describing programs and Board actions.

Section 3. The Vice-president shall perform the duties of the office of president whenever the President is unable to do so.

Section 4. The Secretary shall cause to be recorded the minutes of all Board meetings and the annual conference.

Section 5. The Treasurer shall be responsible for carrying out all fiscal policies and procedures adopted by the Board; shall be responsible for preparation of financial statements and presentation of these to the Board at each meeting; and shall submit a written annual report to the annual conference.

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.

Article VI – DUTIES of OFFICERS

Section 1. The administration and management of the association shall be controlled by the Board of Directors consisting of the Officers and Directors. They shall have the authority to do any and all things necessary for the administration of APSA. Decisions shall be reached by majority vote of the Board of Directors Members present. No proxy voting shall be allowed.

The Officers, Directors and Administrator shall be bound by the Policies and Procedures to be published in a separate Manual. Said Manual shall be periodically updated and changed as needs dictate.

Section 1a. The Board of Directors shall appoint an Administrator, who shall exercise duties and tasks appointed by the Board. A written agreement shall be established between the Board and the Administrator.



APSA

Proposed APSA Bylaw Amendments

(Continued)

*Proposed amendments
in blue italic*

arbitration and grievance procedures as adopted by the Board. The Chairman of the Grievance Committee may suspend any Member, including Officer(s) and Director(s) pending an investigation.

It's Your Vote! Be sure to be at our 2019 Conference & Educational Event., Your vote counts!

Section 2. The President shall preside at all meetings, shall make all other appointments that are deemed necessary to run the association, and shall submit at the annual conference an annual report describing programs and Board actions. The President shall submit a written column to each periodic Association newsletter and other publication.

Section 3. The Vice-president shall perform the duties of the office of president whenever the President is unable to do so.

Section 4. The Secretary/Treasurer shall cause to be recorded the minutes of all Board meetings and the annual conference. The Secretary/Treasurer shall be responsible for carrying out all fiscal policies and procedures adopted by the Board; shall be responsible for preparation of financial statements and presentation of these to the Board at each meeting; and shall submit a written annual report to the annual conference.

Section 5. 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 Officer or 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 6. The Board shall adopt procedures for arbitration and grievance. All Members are bound by the

MARICOPA COUNTY - PRIVATE PROCESS SERVER CERTIFICATION

TEST DATES AND LOCATIONS

The test will be given in the Clerk of the Court's Conference Room, located at: Customer Service Center – 601 West Jackson in Phoenix. Please check in at the reception desk. Parking is available at the 601 West Jackson Parking Structure.

- **Test candidates MUST have pre-registered for the test.**
- **No one will be admitted without a reservation.**
- **Photo identification will be required.**
- **All testing will begin PROMPTLY at 9:30 a.m.**
- **No one will be admitted to the test room after the door has been closed.**
- **There will be no exceptions.**

If you have any questions, please contact the Clerk of the Court, Process Server Coordinator at (602) 372-5375.

2019 Testing Dates:

**Aug. 8th
Sep. 12th
Oct. 10th
Nov. 7th
Dec. 5th**



APSA

ARIZONA PROCESS SERVERS ASSOCIATION
ARIZONA ASSOCIATION OF LICENSED PRIVATE INVESTIGATORS
 2019 Educational Conference Registration Form
 September 7th & 8th @ Sheraton Hotel at Wrigleyville West
 860 North Riverview, Mesa, AZ 85201

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 a three year renewal period. All other courses cannot be duplicated during this time frame.

PLEASE MARK THE CLASSES YOU WISH TO ATTEND, BY FILLING IN WITH AN X:

(Registration Fee of \$20.00 included in price includes: Breakfast & Lunch on Saturday. Breakfast on Sunday**)**

Saturday, September 7, 2019 Seminars:

7:30 a.m. – 8:00 a.m.	Registration/Breakfast -Applicable for all Registrants-	10 hours \$169.00	
8:00 a.m. – 8:30 a.m.	Welcome to Conference	ROOM : CANYON A-B	
8:30 a.m. – 11:45 a.m.	A.C.P.S. Full Course (1 st Half)	CANYON C 6 Hrs. (Must Attend Both Sessions)	_____
8:30 a.m. – 9:30 a.m.	The Risk of Going to Work	CANYON A-B 1 Hr.	_____
9:30 a.m. – 10:30 a.m.	Investigating Sexual Harassment	CANYON A-B 1 Hr.	_____
10:30 a.m. – 10:45 a.m.	Break		
10:45 a.m. – 12:00 p.m.	Legal Updates for P.I.'s	CANYON A-B 1.25 Hr.	_____
12:00 p.m. - 1:15 p.m.	LUNCHEON & APSA ANNUAL MEETING INCLUDED WITH REGISTRATION PATIO/COURTYARD & CANYON C		
1:15 p.m. – 4:30 p.m.	A.C.P.S. Full Course (2 nd Half)	CANYON C	_____
1:15 p.m. – 2:45 p.m.	Legal Hacks: Exposing Internet Trolls	CANYON A-B 1.5 Hr.	_____
2:45 p.m. – 3:00 p.m.	Break with Refreshments		
3:00 p.m. – 4:30 p.m.	Working With an Arson Expert	CANYON A-B 1.5 Hr.	_____

Sunday, September 8, 2019 Seminars:

7:30 a.m. – 8:15 a.m.	Registration/Breakfast	COURTYARD	
8:30 a.m. – 10:30 a.m.	Spanish for Process Servers & Investigators	CANYON C 2 Hrs.	_____
8:30 a.m. – 10:00 a.m.	Forensic Investigations	CANYON A-B 1.5 Hrs.	_____
10:00 a.m. – 11:30 a.m.	Jodie Arias: The Role of Defense Investigations	CANYON C 1 Hr.	_____
11:00 a.m. – 1:00 p.m.	Evictions in Arizona	CANYON C 2 Hrs.	_____
11:30 a.m. – 11:45 a.m.	Break with Refreshments		
11:45 a.m. – 1:30 p.m.	Accident Reconstruction Investigation	CANYON C 1.75Hrs.	_____

TOTAL PAID \$ _____

DEADLINE FOR REGISTRATION: September 3, 2019 NO REFUNDS AFTER DEADLINE

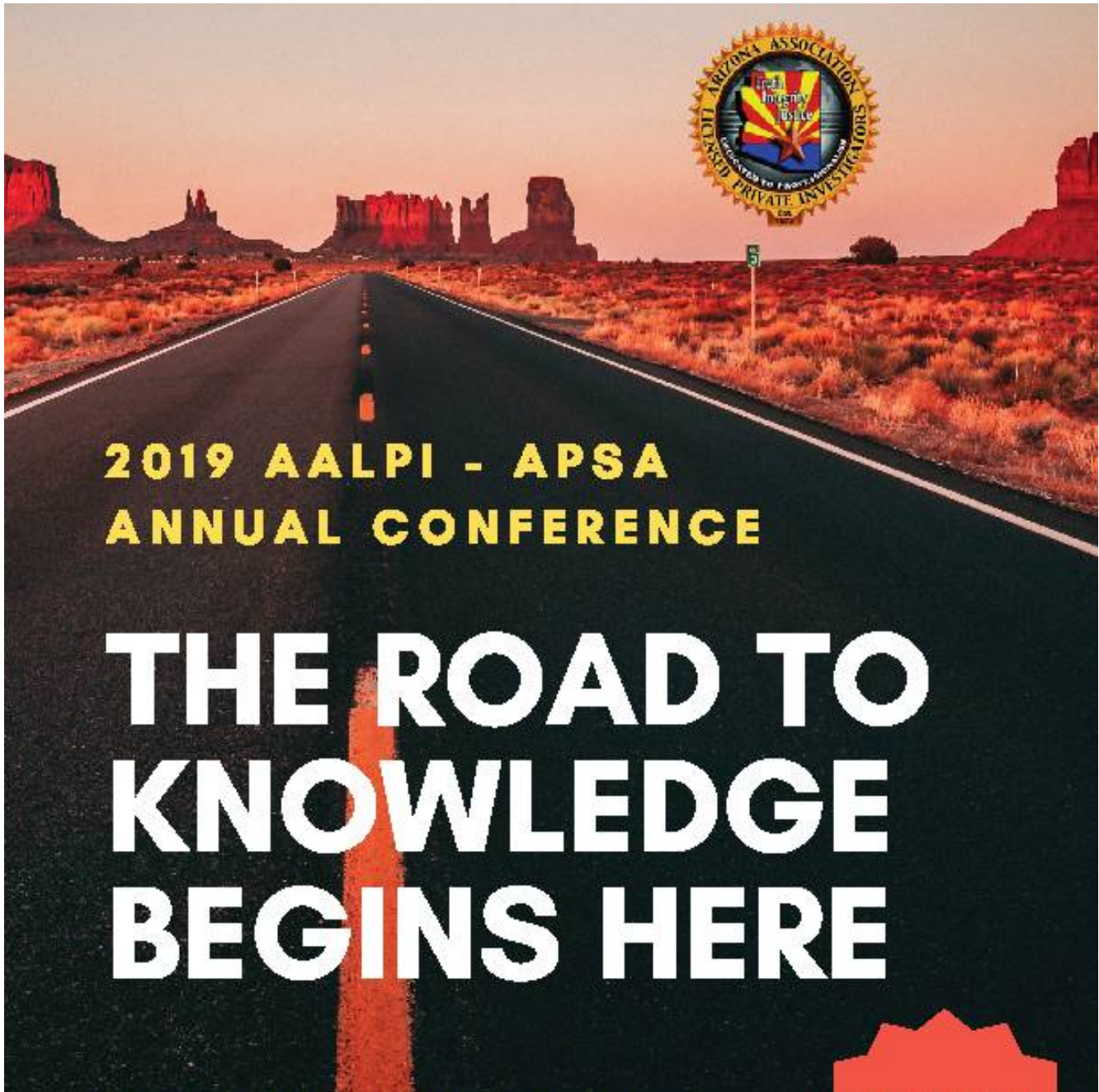
Please include \$25 late fee if mailing after September 1, 2019. If not included, it will be collected at class registration. Phone #602-476-1737 Fax #602-258-9550 Email: azserverassoc@gmail.com

Make Checks payable to: ARIZONA PROCESS SERVERS ASSOCIATION (APSA)

Mail Registration to: P.O. Box 2233, PHOENIX, AZ 85002

Signed _____ DATE: _____





**2019 AALPI - APSA
ANNUAL CONFERENCE**

**THE ROAD TO
KNOWLEDGE
BEGINS HERE**

**SHERATON MESA • WRIGLEYVILLE WEST
860 N RIVERVIEW, MESA AZ 85201
SEPTEMBER 7 & 8, 2019**

Conference registration includes breakfast both days and a catered lunch on Saturday.

\$169

Information & Registration, visit <http://www.aalpi.com/events/conference>

APSA

Training Corner:

A Little Bit of Knowledge

— Can go a long way..

**Barry R. Goldman**

©2018 Barry R. Goldman



Nobody likes to be served. When defendants or other persons are intentionally avoiding service, or when service is impracticable or impossible due to physical or other barriers to property (including property posted and fenced under the Trespass statutes), Arizona has a unique method of an Alternate Means of Service.

Summons and Complaints, as well as certain other legal papers may be served by using an alternate method of service. Of course, there needs to be a court order, so a judge has to sign off on it. Unfortunately for our Small Claims clientele, statute requires that service be made by personal or substitute service only, so this method is not available to them.

Here's the text of the rule for Alternate Means of Service:

Rule 4.1(k) Alternative Means of Service.

(1) Generally. If a party shows that the means of service provided in Rule 4.1(c) through Rule 4.1(j) are impracticable, the court may--on motion and without notice to the person to be served--order that service may be accomplished in another manner.

(2) Notice and Mailing. If the court allows an alternative means of service, the serving party must make a reasonable effort to provide the person being served with actual notice of the action's commencement. In any event, the serving party must mail the summons, the pleading being served, and any court order authorizing an alternative means of service to the last-known business or residential address of the person being served.

(3) Service by Publication. A party may serve by publication only if the requirements of Rule 4.1(l), 4.1(m), 4.2(f), or 4.2(g) are met and the procedures provided in those rules are followed.

SCORE WORKSHOPS

(<https://greaterphoenix.score.org>)

The Secret Sauce to Success- The Entrepreneurial Mindset
August 1, 2019, 1:00pm EDT
Learn why the entrepreneurial mindset is the most important skill you need to make your business a success (yes, even more important than cash flow!)

The ABCs of Starting a New Business
August 10, 2019, 10:00am MST
Tempe, AZ, 85282
Are you starting a new business or thinking about it? This session is an essential step in developing a business plan that will increase your chances of being successful.

Top 10 Legal Mistakes That Can Destroy a

Business
August 13, 2019, 9:00am MST
Mesa, AZ, 85201
Legal issues are often put on the back burner.

Cash Management for Fun and Profit
August 14, 2019, 6:00pm MST
Tempe, AZ, 850282
One of the main reasons businesses fail is poor cash management.

Power Up Your Small Biz: Technology Trends
October 27, 2016, 12:00pm EDT (Click for the podcast at: <https://greaterphoenix.score.org/event/october-27-power-your-small-biz-technology-trends>)
SCORE and Verisign partnered to offer the Power Up Your Small Biz: Technology Trends Virtual Conference on October 27, 2016. The webinars are available on-demand.



Big Savings

for APSA members

Call us today!
(877) 737-8366

As a benefit to APSA members,
save on ServeNow & ServeManager products.

For more details, visit:
serve-now.com/resources/member-benefits-for-associations



1 Month Free

Up to \$120 value.

New members who purchase a listing on
ServeNow.com get the 2nd month free!



\$50 / \$50 Offer

New ServeManager subscribers get a \$50
subscription credit, and ServeManager will donate
\$50 to the APSA association.



\$100 Off

Your own mobile-friendly website.

Receive \$100 off the set-up fee for a custom web
site, designed specifically for process servers.



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

1/4 Page.....\$100.00

4.75 x 3.75

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.
5. Guest article submissions become the sole
property of APSA.

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.



ARIZONA PROCESS SERVERS ASSOCIATION

P.O. Box 2233, Phoenix, AZ 85002
(602) 476-1737

www.arizonaprocessservers.org



Membership Application/Renewal 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:	

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

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.

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.

Court Closures

New Year's Day (January 1st)
Martin Luther King, Jr. Day (3rd Monday in January)
Washington's Birthday (3rd Monday in February)
Memorial Day (Last Monday in May)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Columbus Day (2nd Monday in October)
Veterans Day (November 11th)
Thanksgiving Day (4th Thursday in November)
Christmas Day (December 25th)

APSA Events Calendar

APSA Board Meeting:
 Saturday June 8, 2019
 3:30 p.m.
 Continental Country Club
 2380 N. Oakmont Dr
 Flagstaff, AZ 86004



Next CLE Event:
 Saturday June 8 & Sunday June 9, 2019
 Continental Country Club
 2380 N. Oakmont Dr
 Flagstaff, AZ 86004
 Saturday June 8, 2019 – 8:30 a.m. to 3:30
 Sunday June 9, 2019 – 8:30 a.m. to 12:30

See **SCORE's** website at greaterphoenix.score.org



PRIVATE PROCESS SERVER TESTING BY COUNTY

County	Telephone	Testing dates/times/detail
Apache	928-337-7551	By appointment
Coconino	928-679-7600	By appointment at 928-679-7646
Cochise	520-432-8581	Call for details
Gila	928-402-8559	By appointment only
Graham	928-428-3100	Call for details
Greenlee	928-865-4242	Call for appointment
La Paz	928-669-6131	Call for details
Maricopa	602-372-5375	See county clerk's website for testing dates
Mohave	928-753-0713x416	Call for details
Navajo	928-524-4177	Call for details
Pima	520-724-3282	Call for details—Check in at 8:30 a.m.
Pinal	520-866-5307	By appointment
Santa Cruz	520-375-7700	Call for details
Yavapai	928-777-3030	Tuesdays and Thursdays at 8:30 a.m. and 3:00 p.m. by appointment
Yuma	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.
- Advertorials must be clearly marked in the header, "Advertisement". All advertisements may be bordered to distinguish their content.



The Last Word...

TidBits & TidBits

Collected from various named and unnamed sources..

APSA Newsletter Quarterly Publishing Schedule

1st Quarter: Jan. 1-March 31
2nd Quarter: April 1-June 30
3rd Quarter: July 1-Sept. 30
4th Quarter: Oct. 1-Dec. 31

Attorneys represent a substantial number of people. Individuals representing themselves (pro se or pro per litigants) similarly conduct a substantial portion of self-represented litigation. One does not necessarily require an attorney to represent one's interests, if one knows what he or she is doing, and operates within their own base of knowledge. According to one governmental estimate, forty-five percent (45%) of litigants represented themselves and no other party). (Access to Justice, Issue #1, Supreme Court of Appeals, West Virginia)



Help Wanted!?

Are you looking for (more) work? If you have a job opening of any legal type – attorney, paralegal, secretary, clerical, process server, associate, legal document preparer, managerial (or whatever) we may publish your ad FREE.

Please get me your listing no later than 15 days before the publication deadline, 35 words or less. APSA will make job postings at a reduced rate for our members and attorneys.

Arizona Process Servers Association
PO Box 2233
Phoenix, AZ 85002
(602) 476-1737
azserverassoc@gmail.com

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.

You are wanted!

- Join a committee– Be an active member!
- APSA is here to work for all of us, to be our voice and to better our livelihoods.
- APSA is the only recognized NAPPS affiliate organization in Arizona
- APSA members work together to make improvements to our profession.
- Use your knowledge and experience to help others. Get involved!