

RESOURCES FOR PRIVATE PROCESS SERVER CERTIFICATION EXAMINATION

In addition to the Study Guide maintained by the Clerk of the Superior Court in Maricopa County (<https://www.clerkofcourt.maricopa.gov/services/additional-services/process-servers>), it is strongly recommended that you be familiar with the Arizona Revised Statutes (ARS), Arizona Rules of Court, Rules of Civil Procedure (ARCVP) and local rules of court (check the website of your county's superior court). Information here is not intended as a list of all laws and rules a private process server needs to know. For example, private process servers need to know if the Arizona Supreme Court issued related Administrative Orders or if changes were made to the Arizona Code of Judicial Administration.

Administrative Orders: <http://www.azcourts.gov/orders/AdministrativeOrdersIndex.aspx>

Arizona Code of Judicial Administration (ACJA): <https://www.azcourts.gov/AZ-Supreme-Court/Code-of-Judicial-Administration>

Arizona Rules of Court: <https://govt.westlaw.com/azrules/Index>

Arizona Revised Statutes: <https://www.azleg.gov/arstitle/>

READ:

- < [ACJA 7-204](#): Private Process Server
- < The local court rules for each county where you intend to or may be employed to serve papers. See the [AZ Courts Locator](#).
- < [ARS 10-501](#): Known place of business and statutory agent
- < [ARS 10-504](#): Service on corporation
- < [ARS 11-445](#): Fees chargeable in civil actions by sheriffs and constables; constables' standardized activity logs
- < [ARS 11-447](#): Service of process regular on its face
- < [ARS 11-448](#): Duty to show process
- < [ARS 12-303](#): Witness fees and mileage. Under [ARCVP Rule 45](#), ARS 12-303 is necessary to determine the allowable fees stated in the rule
- < [ARS 12-1175](#): Complaint and answer; service and return: notice and pleading requirements
- < [ARS 13-1501](#), [ARS 13-1502](#), [ARS 13-1503](#), [ARS 13-1504](#): Criminal trespass
- < [ARS 13-2810](#): Interfering with judicial proceedings; classification
- < [ARS 13-2814](#): Simulating legal process; classification

- < [ARS 13-3802](#): Right to command aid for execution of process; exception; punishment for resisting process
- < [ARS 13-4072](#): Service of subpoena
- < [ARS 13-4093](#): Witness from another state summoned to testify in this state
- < [ARS 13-4094](#): Exemption from arrest and service of process
- < [ARS 33-1377](#): Special detainer actions; service; trial postponement
- < [ARS 39-121](#): Inspection of public records (useful in locating defendants for service. Access to judicial branch records is governed by Arizona Supreme Court [Rule 123](#))
- < [ARCVP 3](#): Commencing an Action
- < [ARCVP 4](#): Summons
- < [ARCVP 4.1](#): Service of Process Within Arizona
- < [ARCVP 4.2](#): Service of Process Outside Arizona
- < [ARCVP 5](#): Serving Pleadings and Other Documents
- < [ARCVP 5.1](#): Filing Pleadings and Other Documents
- < [ARCVP 6](#): Computing and Extending Time
- < [ARCVP 7.3](#): Orders to Show Cause
- < [ARCVP 10](#): Form of Pleadings
- < [ARCVP 45](#): Subpoena

- *Tolelson v. Haines*, 2 Ariz.App. 127, 406 P.2d 845, Ariz. App. (1965)
- *Hatmaker v. Hatmaker*, 337 Ill.App. 175, 85 N.E. 2d 345 (1949)
- *In re Ball*, 2 Cal.App.2d 578, 38 P.2d 411 (1934)
- *Thorndyke v. Jenkins*, 61 Cal.App.2d 119, 142 P.2d 348 (1943)
- *Trujillo v. Trujillo*, 71 Cal.App.2d 257, 162 P.2d 640 (1945)
- *Lane v. Elco*, 134 Ariz. 361, 656 P.2d 650 (1982)
- *Endischiee v. Endischiee*, 141 Ariz. 77, 685 P.2d 142 (1984)
- *Enriquez v. State*, 115 Ariz. 342, 565 P.2d 522 (1997)
- *Francisco v. State*, 113 Ariz. 427, 556 P.2d 1 (1976)
- *Marsh v. Hawkins*, 7 Ariz.App. 226, 437 P.2d 978, 31 A.L.R.3d 1383 (1968)