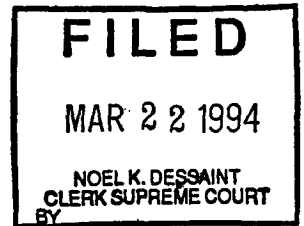


**SUPREME COURT OF ARIZONA**

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**PRIVATE PROCESS SERVERS**

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Administrative Order No. 94- 20

**THIS ADMINISTRATIVE ORDER SUPERSEDES ADMINISTRATIVE ORDER 93-25**

Based upon the authority granted the Supreme Court in Article VI, Section 3 of the Constitution of the State of Arizona, and Arizona Revised Statutes §11-445H and in accordance with Rule 4(e) Arizona Rules of Civil Procedure.

IT IS ORDERED that all persons wishing to serve process in Arizona must:

1. Complete a court-provided application form and file the form with the Clerk of the Superior Court;
2. Provide references and photographs as required to the Clerk of the Superior Court;
3. Pass a test;
4. Submit to fingerprinting which shall be used to obtain criminal history record information;
5. Pay a fee to the Clerk of the Superior Court as authorized by law.

IT IS FURTHER ORDERED that persons approved to serve process pursuant to these requirements shall be approved as a private process server for a period of three years;

IT IS FURTHER ORDERED that private process servers complying with these requirements shall have authority to serve process in the State of Arizona as authorized by state law, rules and case law. (Service not authorized on reservations without tribal authority/permission).

IT IS FURTHER ORDERED that private process servers wishing to renew their approval to serve process must:

1. Complete a reapplication form and file the form with the Clerk of the Superior Court;
2. Provide photographs as required to the Clerk of the Superior Court;
3. Pass a renewal test;
4. Submit to fingerprinting which shall be used to obtain criminal history record information;
5. Pay a fee to the Clerk of the Superior Court as authorized by law.

IT IS FURTHER ORDERED that the Administrative Director of the Courts shall have the authority to approve the application and reapplication forms, study guide for applicants, tests to be administered, and the passing score, and to develop and revise any policies, procedures, tests, and guidelines necessary to carry out the intent of this Administrative Order.

IT IS FURTHER ORDERED that this order shall supersede Administrative Order 93-25.

IT IS FURTHER ORDERED this Administrative Order is effective ten (10) business days from the date this order is signed.

DATED AND ENTERED this 22nd day of March, 1994, at the Arizona State Courts Building in Phoenix, Arizona.

Stanley G. Feldman  
Chief Justice