



## AAA LEGAL SERVICES

690 E. Warner Rd., #115

Gilbert, AZ. 85296

480-777-0000

AAA Legal Services is now offering state-approved continuing education for newly-licensed Arizona Process Servers as well as others wishing to prepare for the state licensing exam. ***Please note: Classes to prepare for the state exam, no credit hours will be afforded.***

The following courses are offered as needed; class schedule dates will vary based on minimum enrollment. Please contact Donna @ [donna@aaalegalservices.com](mailto:donna@aaalegalservices.com) for enrollment information.

### **Basics of Process Service 5.0 Credit Hours**

**Cost - \$75**

The objective of this class is to prepare newly licensed Private Process Servers in areas relating to “basics” of serving legal process in the field. This course covers:

- Basics inherent in duties as a Private Process Server
- Hints and tips relating to serving legal documents
- Responsibilities and ethical considerations while serving legal process
- Problems one may encounter while serving legal process
- Safety while serving legal process
- Discussion of applicable statutes and rules
- Information exchange and questions/answers

### **Advanced Process Service Training 5.0 Credit Hours**

**Cost - \$75**

The objective of this class is specific to service of various types of legal documents. This course covers:

- Service of process – Forcible Detainer Actions
- Service of process – Summons/Complaints
- Service of process – Domestic Relations Actions (Orders of Protection/Injunctions Against Harassment)
- Service of process – Orders to Show Cause
- Service of process – Writs of Garnishment (Earnings and Non-Earnings)
- Service of process – Judgment Debtor Exams
- Service of process – Subpoenas
- Information exchange and questions/answers

## **Owning & Operating a Process Service Business**

**Cost - \$75**

### **5.0 Credit Hours**

The objective of this class is to cover the basics needed to effectively own/ operate a Process Service firm.

- Licensing/Registration Requirements
- Business Equipment
- Marketing Strategies
- Software/Hardware
- Insurance
- Information exchange and questions/answers

## **Using Technology and Other Efficiencies to Manage Your Process Service Business**

**Cost - \$75**

### **5.0 Credit Hours**

The objective of this class to help those better manage their businesses to achieve maximum efficiencies through use of various technological advances and software programs for Process Servers. This course covers:

- Use of industry specific software
- Available technology to streamline tasks
- Utilizing NAPPS members to better manage out of area jobs
- Software demo
- Internet capabilities for managing your business
- Information exchange and questions/answers