



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.

## **Continuing Education Credit for Licensed Process Servers**

- ***Please note:***  
***Classes to prepare for the state exam, no credit hours will be afforded.***

### Course Summary

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

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 will cover:

- 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**

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

- Service of process – Forcible Detainer Actions
- Service of process – Summons/Complaints
- Service of process – Domestic Relations Actions, including Orders of Protection and 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