

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 7: Administrative Office of the Courts**  
**Chapter 2: Certification and Licensing Programs**  
**Section 7-204: Private Process Server**  
*(deleted text shown in ~~strikethrough~~; new text underlined)*

**A. Definitions.** The following definitions apply:

\* \* \*

“Division” means the certification and licensing division of the Administrative Office of the Courts.

\* \* \*

**B. through C. [No changes]**

**D. Administration.**

1. through 3. [No changes]

4. Role and Responsibilities of the Clerks of the Superior Court.

a. Each clerk must:

(1) [No changes]

(2) Administer and grade the examination for initial certification, except when online exam administration and remote proctoring is provided through the division;

(3) Process the application materials, including fee payments and fingerprints, and forward the application materials to the presiding judge, except for online exam administration and remote proctoring fees under (F)(6)(a);

(4) through (8) [No changes]

b. The clerk may:

(1) Assign any duties and responsibilities to assigned staff; ~~and~~

(2) Coordinate with clerks in other counties for the provisions of services under this section, including processing identification cards and the administration of the examination for initial certification; and

(3) Coordinate with the division for online exam administration and remote proctoring.

5. [No changes]

**E. Initial Certification.**

1. [No changes]

2. Application for Initial Certification.

a. through b. [No changes]

c. Requirements for Initial Certification. An applicant must:

(1) through (4) [No changes]

(5) Pay all fees authorized by law to the clerk under A.R.S. § 12-284(A) or to the division under (F)(6)(a); and

(6) [No changes]

3. Examination.

a. [No changes]

b. The director must provide multiple versions of the initial certification examination to the division for online exam administration or to the clerk who may not use any other examinations. The examination questions and answer sheet are confidential records exempt from disclosure under Rule 123, Arizona Supreme Court.

c. through d. [No changes]

e. Reexamination.

(1) Any applicant who fails to pass the initial certification examination on the first attempt may retake the examination one time under the following conditions:

(a) The applicant is not otherwise disqualified;

(b) The applicant must take the reexamination within 90 days of the application filing date;

(c) The applicant must take a different version of the initial state certification examination than the one administered to applicant in the initial examination; and

(d) if the reexamination is administered online with remote proctoring, the applicant must pay the fee provided in (F)(6)(a) to the division.

(2) [No changes]

f. [No changes]

4. through 5. [No changes]

**F. Role and Responsibilities of Certificate Holders.**

1. through 5. [No changes]

6. Fees.

a. Applicant fees. ~~All applicant fees~~ Fees for certification, examination, and renewal of certification are paid to the clerk in advance, except that a fee for online exam administration and remote proctoring, set by the Administrative Director is paid directly to the division in advance whenever the exam will be administered by this method. All applicant fees are non-refundable.

b. [No changes]

7. through 8. [No changes]

**G. through L. [No changes]**