

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)	
)	
AMENDING ARIZONA CODE OF)	Administrative Order
JUDICIAL ADMINISTRATION §§)	No. 2025 - <u>186</u>
7-202, 7-203, 7-204, 7-205, 7-206,)	(Affecting Administrative Order
7-208, 7-210, AND 7-211)	Nos. 2023-226, 2024-71, 2024-212,
)	2025-162, 2024-161, and 2025-60)
)	

Proposed amendments to the above-captioned section of the Arizona Code of Judicial Administration (“ACJA”) came before the Arizona Judicial Council on October 23, 2025 and were approved and recommended for adoption.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the amendments to ACJA §§ 7-202, 7-203, 7-204, 7-205, 7-206, 7-208, 7-210, and 7-211 as indicated on the attached document are adopted. All other provisions of §§ 7-202, 7-203, 7-204, 7-205, 7-206, 7-208, 7-210, and 7-211 remain unchanged and in effect.

Dated this 29th day of October, 2025.

ANN A. SCOTT TIMMER
Chief Justice

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 7: Administrative Office of the Courts
Chapter 2: Certification and Licensing Programs
Section 7-202: Fiduciaries
(new text underlined)

A. through J. [No changes]

K. Fee Schedule.

1. [No changes]

2. Examination Fees.

a. Applicants for initial licensure \$100.00

b. Reexaminations \$100.00

(For any applicant who did not pass the examination on the first attempt, the \$100.00 fee applies to each reexamination.)

c. Reregistration for Examination \$100.00

(For any applicant who registers for an examination date and fails to appear at the designated site on the scheduled date and time.)

d. The fee for Online Exam Administration, Remote Proctoring is set by the Administrative Director.

3. through 4. [No changes]

L. [No changes]

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 7: Administrative Office of the Courts
Chapter 2: Certification and Licensing Programs
Section 7-203: Confidential Intermediary
(new text underlined)

A. through J. [No changes]

K. Fee Schedule. Under its authority to administer the confidential intermediary and sibling information exchange programs, the supreme court adopts the following fee schedule:

1. [No changes]

2. Examination Fees

a. Applicants for Initial Certification \$100.00

b. Reexaminations \$100.00

(For any applicant who did not pass the examination on the first attempt.
The \$100.00 fee applies to each reexamination.)

c. Reregistration for Examination \$100.00

(For any applicant who registers for an examination date and fails to
appear at the designated site on the scheduled date and time.)

d. The fee for Online Exam Administration, Remote Proctoring is set by the
Administrative Director.

3. through 4. [No changes]

L. through M. [No changes]

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]

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 7: Administrative Office of the Courts
Chapter 2: Certification and Licensing Programs
§ 7-205: Defensive Driving
(new text underlined)

A. through J. [No changes]

K. Fee Schedule.

1. through 2. [No changes]

3. Examination Fees for Individuals.

a. Applicants for certification examination \$ 100.00

b. Re-examinations \$ 100.00

(For any applicant who did not pass the examination on the first attempt. The \$100.00 fee applies to each re-examination.)

c. Re-registration for examination \$ 100.00

(For any applicant who registers for an examination date and fails to appear at the designated site on the scheduled date and time.)

d. The fee for Online Exam Administration, Remote Proctoring is set by the Administrative Director.

4. though 8. [No changes]

L. [No changes]

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 7: Administrative Office of the Courts
Chapter 2: Certification and Licensing Programs
Section 7-206: Certified Reporter
(new text underlined)

A. through J. [No changes]

K. Fee Schedule. Pursuant to A.R.S. § 32-4008, the supreme court shall set and collect fees necessary to carry out the provisions of Title 32, Chapter 40, Arizona Revised Statutes pertaining to the certification of certified reporters.

1. [No changes]

2. Examination Fee for the Arizona Written Test

a. Applicants for Initial Certification \$100.00

b. Reexaminations \$100.00

(For any applicant who did not pass the examination on the first attempt. The \$100.00 fee applies to each reexamination.)

c. Reregistration for Examination \$100.00

(For any applicant who registers for an examination date and fails to appear at the designated site on the scheduled date and time.)

d. The fee for Online Exam Administration, Remote Proctoring is set by the Administrative Director.

3. through 5. [No changes]

L. through N. [No changes]

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 7: Administrative Office of the Courts
Chapter 2: Certification and Licensing Programs
Section 7-208: Legal Document Preparer
(new text underlined)

A. through J. [No changes]

K. Fee Schedule.

1. through 2. [No changes]

3. Examination Fees

a. New Applicants for Certification \$100.00

b. Reexaminations \$100.00
(For any applicant who does not pass the examination on the first attempt. The \$100.00 fee applies to each reexamination.)

c. Reregistration for Examination \$100.00
(For any applicant who registers for an examination date and fails to appear at the designated site on the scheduled date and time.)

d. The fee for Online Exam Administration, Remote Proctoring is set by the Administrative Director.

L. [No changes]

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 7: Administrative Office of the Courts
Chapter 2: Certification and Licensing Programs
Section 7-210: Legal Paraprofessional
(deleted text shown in ~~strikethrough~~; new text underlined)

A. through J. [No changes]

K. Fee Schedule.

1. Application Fees.

- a. Application Fee; Initial Licensure \$300.00
- b. Fingerprint Application Processing - rate set by Arizona law and is subject to change.

2. Examination Fees.

- a. Core Skills Test \$100.00
- b. Core Skills Test Reexaminations \$100.00
(For any applicant who does not pass the examination on the first attempt. The \$100 fee applies to each reexamination.)
- c. Core Skills Test Reregistration for Examination \$100.00
(For any applicant who registers for an examination date and fails to appear at the designated site on the scheduled date and time.)
- d. Subject Matter Test \$150.00
- e. Subject Matter Test Reexamination \$150.00
(For any applicant who does not pass the examination on the first attempt. The \$150 fee applies to each reexamination.)
- f. Subject Matter Test Reregistration for Examination \$150.00
(For any applicant who registers for an examination date and fails to appear at the designated site on the scheduled date and time.)
- g. The fee for Online Exam Administration, Remote Proctoring is set by the Administrative Director.

3. Miscellaneous Fees.

- ~~a. Application. Printed Application for Admission or Character Report
(materials available online for free) \$ 20.00~~

b a. NSF Fee	\$ 40.00
e b. Document Deficiency Fee: assessed if required supporting documents are not filed with application.	\$100.00
d c. Public Record Request: per Page Copy page charge for photocopies	\$.50
e . Certificate of Correctness of Copy of Record	\$ 18.00
f d. Additional License Fee (For each additional practice in which licensure is sought more than one year after the initial application)	\$150.00

4. [No changes]

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 7: Administrative Office of the Courts
Chapter 2: Certification and Licensing Programs
Section 7-211: Community-Based Justice Work Service Delivery Models
(new text underlined)

A. through E. [No changes]

F. Fee Schedule.

- | | |
|--|----------|
| 1. Community Legal Advocate Test | \$100.00 |
| 2. Community Legal Advocate Test Re-examination
(For any applicant who does not pass the examination on the first attempt.
The \$100.00 fee applies to each reexamination for up to 3 times under
7-201(E)(1)(f)(2).) | \$100.00 |
| 3. Community Legal Advocate Test Re-registration for Examination
(For any applicant who registers for an examination date and fails to
appear at the designated site on the scheduled date and time.) | \$100.00 |
| 4. Nonsufficient Funds Fee | \$40.00 |
| 5. <u>The fee for Online Exam Administration, Remote Proctoring is set by the Administrative Director.</u> | |

Although the individual seeking to become a certified community legal advocate is responsible for making sure any applicable fees are paid, these fees may be paid by an approved community-based organization, an organization providing approved certified community legal advocate training, a third party, or the individual seeking to become a certified community legal advocate.

G. through O. [No changes]

APPENDIX 1 [No changes]

APPENDIX 2 [No changes]