

Policies and Procedures, Service Provider Roster
REAL ESTATE COMMISSIONER SUPPLEMENT

Effective Date: June 25, 2003

1. **Services:** Providers on the roster will to the extent necessary initiate and complete the sale of real estate in a particular Family Court Department case pursuant to order of the court.
2. **Licensure:** To participate on this Roster an applicant must be licensed by the State of Arizona in good standing 3 years preceding the date of this application pursuant to Title 32, Section 2123 as a (real estate salesperson or broker), or be so licensed and possess equivalent experience.
3. **Requirements:**
 - A. **Continuing Education:** In addition to the original orientation, all roster participants must attend on a periodic basis mandatory education sessions sponsored or approved by the Court every two years or otherwise as the Court may from time to time direct.
 - B. **Evaluation:** Providers may from time to time be evaluated by the court. The evaluation shall consider the willingness of the applicant to accept appointments and his/her efficiency in complying with orders of the Court, and any other factors deemed appropriate by the Court.
 - C. **Professional Liability Insurance:** Errors and Omissions coverage for any transaction which is subject of a Real Estate Commissioner court appointment.
4. **Selection and payment:**
 - A. **Stipulation by parties:** Parties or their counsel if represented may select from the Court roster a provider who is authorized to provide the type of service ordered by the court. Only providers on the court roster may be selected by the parties to provide real estate commissioner sales. The judicial officer may not veto or override the selection of the parties through stipulation.
 - B. **Selection by Judicial Officer:** If the parties or their counsel will not stipulate to a provider on the list, the parties shall each submit three names from the list, provided that there shall be no identification of the party who submitted any particular list. The court will then select one of the names from one of the lists without knowledge as to which party submitted the name. If the parties all fail to submit any names from the list, the court shall select a provider on the list.
 - C. **Payment for Services:** Except as otherwise provided in the Order for Appointment of Special Commissioner for Sale of Real Property, upon close of escrow, the Special Commissioner and the selling broker shall be paid a commission consistent with the reasonable and customary fees paid to realtors in similar transaction in

Maricopa County, Arizona. The Special Commissioner **may at the Court's discretion** also receive an additional 1% of selling price as compensation for services rendered as Special Commissioner, over and above the reasonable and customary fees paid for similar services not involving a Special Commissioner within Maricopa County.