



STATE COURT OF FULTON COUNTY
ATLANTA, GEORGIA

STATE COURT OF FULTON COUNTY

2018 Appointment of Permanent Process Server Packet

State Court Permanent Process Servers

1st Time Applicant _____

Renewal _____

Any and all permanent process server orders from the State Court of Fulton County will expire on December 31, 2017. Any person who seeks to be appointed as a permanent process server in the State Court of Fulton County must apply for a new appointment order. The new application and instructions are available on line at <https://fultoncourt.org/programs/ps.php>. There will be an appointment order for the State Court of Fulton County that will authorize the applicant to serve in the State Court. The orders will allow private process servers to serve law suits and other legal actions in the State Court of Fulton County and be effective on and after January 1, 2018. All new appointment orders effective on or after January 1, 2018 will expire December 31, 2018, regardless of when applied for and granted. Persons wishing to continue to serve suits in the State Court of Fulton County on or after December 31, 2018 must re-apply for a new appointment order.

Applicants must meet the following requirements to be considered for appointment:

- ⇒ Must submit an application for review or renewal;
- ⇒ Must be at least 18 years of age;
- ⇒ Must possess a valid Driver's License;
- ⇒ Must submit a named-based criminal background check run within 2 weeks of application that shows you have not committed any serious criminal offenses;
- ⇒ Must have completed the Georgia Process Servers 12-Hour Pre-Certification Training;
- ⇒ Must have passed the Georgia Certified Process Server State Examination;
- ⇒ Must be endorsed by a member in good standing of the State Bar of Georgia.

For more information about the Georgia Process Servers 12-Hour Pre-Certification Training and Georgia Certified Process Server State Examination, please visit their website at <http://process-server.gaac.us>.

Application Process

Anyone seeking to serve as a Process Server shall complete the application below and submit it to the State Court Self-Help Center. If accepted upon initial review, the application will be presented by the Court Administrator to the Chief Judge, or designee, for final review. The applicant will be notified via email upon final approval. A copy of the 2018 Process Server Order will be able to view and print from our website <https://fultoncourt.org/programs/ps.php>.

Application Submittal Dates

Process Server application for 2018 must be received no later than Friday, December 08, 2017. Please follow the check list included in the cover letter, and complete the application. Incomplete applications will not be processed. Applications may be submitted by certified mail or hand delivered to:

State Court of Fulton County
State Court Self-Help Center
Attention: Yashika Jones
185 Central Avenue, SW
Ground Floor, TG 300
Atlanta, Georgia 30303

If you have any questions about the application process or you need another application, you can email Ms. Jones at yashika.jones@fultoncountyga.gov.

Notification Process

Once the 2018 Process Server Application is reviewed, the approved process server order will be available to review and print on the Fulton County State Court website at www.fultonstate.org.

Process Server Appointment Term

If approved, your 2018 Process Server Appointment will become valid on January 1, 2018 and continue until December 31, 2018.

For more information or if you have any further questions about the 2018 Process Server application process, please contact the Self-Help Center at (404) 613-4116.

STATE COURT OF FULTON COUNTY

Application for Appointment of Permanent Process Server

**Fulton County State Court
2018 Process Server Cover Letter and Certification Application**

DATE: _____ / _____ / _____
TO: Fulton County State Court Process Server Review Panel
FROM: _____
RE: Process Server Application

Attached is my completed 2018 Process Server Application. I have attached proof of and completed the following requirements:

- ⇒ Completed Fulton County State Court Process Server Application.
- ⇒ Attached a copy of a named-based criminal background check run within 2 weeks of application that shows you have not committed any serious criminal offenses.
- ⇒ Legible copy of my valid Georgia Driver’s License.
- ⇒ Certificate of completion of the Georgia Process Servers 12-Hour Pre-Certification Training.
- ⇒ Proof of passing score on the Georgia Certified Process Server State Examination.

Certification

I certify that the information given in this application is true and correct to the best of my knowledge and belief. I hereby authorize the State Courts of Fulton County to verify any information contained in this application or supporting supplements to this document. I understand the State Court has the **DISCRETION TO APPROVE, WITHHOLD OR REVOKE MY STATUS AS A PROCESS SERVER FOR THE STATE COURT.**

Signature: _____

Date: _____ / _____ / _____

SECTION I - Personal Information

Name: _____
Last Name First Name Middle Name

Address: _____
Street City State Zip Code

Phone: _____
Home Work Cell

Email: _____ (required information)

SECTION II - Education

HIGH SCHOOL

Name of School: _____

Address of School: _____
Street Address

City State Zip Code

Date of Leaving: _____ Did You Graduate: Yes No

Highest Grade Completed: 9th 10th 11th 12th

COLLEGE OR UNIVERSITY

Name of School: _____

Address of School: _____
Street Address

City State Zip Code

Dates Attended: ____/____/____/ to ____/____/____ Did You Graduate: Yes No

Credit Hours Earned: _____ Quarters Semesters

Degree: _____ Year Awarded: _____

COLLEGE OR UNIVERSITY

Name of School: _____

Address of School: _____
Street Address

City State Zip Code

Dates Attended: ____ / ____ / ____ / to ____ / ____ / ____ Did You Graduate: Yes No

Credit Hours Earned: _____ Quarters Semesters

Degree: _____ Year Awarded: _____

SECTION III - Employment Record (Attach Additional Pages If Necessary)

Employer: _____
Name

Street Address

City State Zip Code

Name and Title of Immediate Supervisor: _____

Your Job Title: _____

Description of duties and responsibilities: _____

Employer: _____
Name

Street Address

City State Zip Code

Name and Title of Immediate Supervisor: _____

Your Job Title: _____

Description of duties and responsibilities: _____

Employer: _____

Name

Street Address

City

State

Zip Code

Name and Title of Immediate Supervisor: _____

Your Job Title: _____

Description of duties and responsibilities: _____

Employer: _____

Name

Street Address

City

State

Zip Code

Name and Title of Immediate Supervisor: _____

Your Job Title: _____

Description of duties and responsibilities: _____

SECTION IV - Professional Licenses

List all professional licenses now or ever held to include the name of the organization, dates of licensure and any disciplinary proceedings.

License: _____ Organization: _____

Dates of Licensure: ____ / ____ / ____ to ____ / ____ / ____

Disciplinary Actions: _____

License: _____ Organization: _____

Dates of Licensure: ____ / ____ / ____ to ____ / ____ / ____

Disciplinary Actions: _____

SECTION VI - References

Names and addresses of two (2) persons who have knowledge of your character and qualifications and whom we may contact (do not include relatives or former employers).

Reference #1

Name: _____

Address: _____

Street Address

City

State

Zip Code

Phone: _____

Reference #2

Name: _____

Address: _____

Street Address

City

State

Zip Code

Phone: _____

SECTION VII - Certification

I submit this application in support of my request to be appointed as a "Permanent Process Server" for the State Court of Fulton County, and swear that the information included therein is true under oath and penalty of perjury.

This _____ day of _____, 20_____.

Signature of Applicant

Notary Public

Print Full Legal Name of Applicant

_____/_____/_____
My Commission Expires

SECTION VIII - Endorsement

The undersigned member in good standing of the State Bar of Georgia hereby endorses the above applicant to be appointed as a permanent process server of Fulton County State Court and attests to such applicant's good character, honesty and integrity.

This _____ day of _____, 20_____.

Attorney at Law

Bar Number

**STATE COURT OF FULTON COUNTY
AFFIDAVIT/MOTION FOR
PERMANENT SPECIAL PROCESS SERVER**

Petitioner: _____

Petitioner files this Affidavit/Motion pursuant to Georgia Code Annotated, Section 81 A-104 © (9-11-4) and petitions this Court for an Order authorizing _____, a citizen of the United States, to serve copies of Summons and Complaints as due process in actions discretionary by this Court, including but not limited to dispossession actions, within the jurisdiction of this Court effective from January 1, 2018 and expires on December 31, 2018.

Name

Address

City, State, Zip Code

Phone Number