



STATE COURT OF FULTON COUNTY  
ATLANTA, GEORGIA

## STATE COURT OF FULTON COUNTY

### 2024 Appointment of Permanent Process Server Packet

#### State Court Permanent Process Servers

1<sup>st</sup> Time Applicant \_\_\_\_\_

Renewal \_\_\_\_\_

Any and all permanent process server orders from the State Court of Fulton County will expire on December 31, 2023. 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 online at <http://fultonstate.org/process-server-instructions-application/>. 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 order will allow private process servers to serve lawsuits and other legal actions in the State Court of Fulton County and be effective on and after January 1, 2024. All new appointment orders effective on or after January 1, 2024 will expire December 31, 2024, regardless of when applied for and granted. Persons wishing to continue to serve lawsuits in the State Court of Fulton County on or after December 31, 2023 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 name-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 completed the 5 hour Continuing Education Classes and submit certificate;
- ⇒ 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 becoming a Georgia Process Server access the Judicial Council of Georgia Administrative Office of the Courts website at [www.georgiacourts.gov/ps/](http://www.georgiacourts.gov/ps/) .

### **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. A copy of the 2024 Process Server Order will be available to view and print from our website <http://fultonstate.org/process-server-instructions-application/>.

### **Application Submittal Dates**

Process Server application for 2024 must be received no later than Friday, December 1, 2023. Please follow the checklist 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  
Attn: Mr. DeAndre Moore  
Director of Court Services  
185 Central Avenue, SW  
Suite TG 800  
Atlanta, Georgia 30303

If you have any questions about the application process or you need another application, you can email Mr. Moore at [deandre.moore@fultoncountyga.gov](mailto:deandre.moore@fultoncountyga.gov).

### **Notification Process**

Once the 2024 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 <http://fultonstate.org/process-server-instructions-application/>.

### **Process Server Appointment Term**

If approved, your 2024 Process Server Appointment will become valid on January 1, 2024 and continue until December 31, 2024.

For more information or if you have any further questions about the 2024 Process Server application process, please contact the Director of Court Services at [deandre.moore@fultoncountyga.gov](mailto:deandre.moore@fultoncountyga.gov).

STATE COURT OF FULTON COUNTY

Application for Appointment of Permanent Process Server

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Fulton County State Court  
2024 Process Server Cover Letter and Certification Application

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

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Attached is my completed 2024 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 name-based criminal background check run within 2 weeks of application that shows I 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 Court of Fulton County to verify any information contained in this application or supporting supplements to this document. **I UNDERSTAND THAT 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**

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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 dispossessory actions, within the jurisdiction of this Court effective beginning January 1, 2024 and expiring on December 31, 2024.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number