



STATE COURT OF FULTON COUNTY
ATLANTA, GEORGIA

STATE COURT OF FULTON COUNTY

PERMANENT PROCESS SERVER CODE OF CONDUCT

As a condition of appointment as a Permanent Process Server in the State Court of Fulton County, I hereby agree to adhere to the following Code of Conduct. Failure to comply with these standards may result in the immediate revocation of my appointment.

1. PROFESSIONAL DEMEANOR

Maintain a professional demeanor at all times. Treat all persons with respect, courtesy, and dignity. Use of profanity, vulgarity, or inflammatory language is strictly prohibited.

2. IDENTIFICATION REQUIREMENTS

Carry official Fulton County identification and a valid Georgia Driver's License during duties. Present identification upon request by any party served or law enforcement officer.

3. USE OF FORCE & ENTRY

Use of force, threats, or intimidation is strictly forbidden. Do not enter a private residence without permission, nor use deceptive tactics that bypass legal entry requirements.

4. CONFLICT OF INTEREST

A process server shall not serve process in any action in which they have a financial interest or are a party to the litigation.

5. ACCURATE REPORTING

Affidavits of Service must be truthful, accurate, and signed before a notary. Falsifying service details is grounds for criminal prosecution and permanent debarment.

6. COMPLIANCE WITH GEORGIA LAW

Maintain knowledge of O.C.G.A. § 9-11-4 and local standing orders. Verification of continuing education (CE) credits must be provided as required.

I have read, understand, and agree to abide by the above Code of Conduct.

APPLICANT SIGNATURE

DATE

PRINTED NAME (FULL)