

STATE COURT OF FULTON COUNTY
2027 Appointment of Permanent Process Server Packet

State Court Permanent Process Servers

☐

First Time Applicant

☐

Renewal

All permanent process server orders from the State Court of Fulton County will expire on December 31, 2026. 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 or after January 1, 2027. All new appointment orders effective on or after January 1, 2027, will expire on December 31, 2027, regardless of when applied for and granted. Individuals wishing to continue to serve lawsuits in the State Court of Fulton County on or after December 2026 must reapply for a new appointment order.

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

- MUST submit a completed application for review.
- 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 two (2) weeks of application that shows you have not committed any serious criminal offenses.
- MUST submit proof of the completion of the Georgia Process Servers 12-hour Pre-Certification Training.
- MUST submit proof of the completion of the 5-hour Continuing Education classes.
- MUST submit proof of passing 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 <https://ocp.georgiacourts.gov/georgia-certified-process-server-program/#> .

Application Process

The 2027 Process Server Application submittal deadline is:

Tuesday, December 1, 2026, no later than 5:00pm

Please review the checklist provided in the cover letter and ensure the application packet is fully completed.

Incomplete applications will not be processed.

Anyone wishing to serve as a Process Server must complete the application below and submit it to the State Court of Fulton County in one of the following ways:

Hand-delivered to:

State Court of Fulton County Self-Help Center
185 Shirley C. Franklin Blvd., SW
Suite J1-G400
Atlanta, GA 30303

Certified mail or hand-delivered to:

State Court of Fulton County
Attn: Process Server Appointments
185 Shirley C. Franklin Blvd., SW
Suite J1-G800
Atlanta, GA 30303

After an initial review, qualifying applications will be forwarded by the Court Administrator to the Chief Judge, or his/her designee, for final approval.

Upon completion of the final review of the 2027 Process Server Applications, the approved process server order will be available to review and print on the State Court of Fulton County website at <https://fultonstate.org/process-server-instructions-application/>.

Process Server Appointment Term

If approved, your 2027 Process Server Appointment will become valid on January 1, 2027, and continue until December 31, 2027.

If you have any questions about the application process or need another application, you may send an email to: statecourt.administration@fultoncountyga.gov.

State Court of Fulton County

Application for Appointment of Permanent Process Server

DATE:

TO: State Court of Fulton County Process Server Review Panel

FROM: _____

RE: Process Server Application

Attached is my completed 2027 Process Server Application. I have attached proof of and completed the following requirements:

- Completed State Court of Fulton County Process Server Application.
- Attached a copy of a name-based criminal background check (must be generated within 2 weeks of application submission 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 (Additionally, 5-hour Continuing Education for renewals).
- 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 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: _____

Section I - Personal Information

APPLICANT INFORMATION			
Name			
	Last Name	First Name	Middle Name
Address			
	Street Name		Unit/Suite Number
	City, State		Zip
Phone			
	Home	Work	Cell
Email (required)			

Section 2 - Education

HIGH SCHOOL			
Name of School			
Address of School			
	Street	City, State	Zip
Date of Leaving		Did you graduate?	☐ yes ☐ no
Highest Grade Completed	☐ 9 th	☐ 10 th	☐ 11 th ☐ 12 th

Section 2 – Education (continued)

COLLEGE OR UNIVERSITY			
Name of School			
Address			
	Street Name	Unit/Suite Number	
	City, State	Zip	
Dates Attended	to	Did you graduate?	☐ yes ☐ no
Credit Hours Earned:			
Degree:		Year Awarded:	

Section 3 – Employment Record

EMPLOYER	
Name of Employer	
Address	
	Street Name Unit/Suite Number
	City, State Zip
Job Title	
Supervisor Name	
Supervisor Title	
Supervisor Phone Number	
Description of duties and responsibilities	

Section 3 – Employment Record (continued)

EMPLOYER		
Name of Employer		
Address		
	Street Name	Unit/Suite Number
	City, State	Zip
Job Title		
Supervisor Name		
Supervisor Title		
Supervisor Phone Number		
Description of duties and responsibilities		

Section 4 – Professional Licenses

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

PROFESSIONAL LICENSES	
License	
Organization	
Dates Attended	From To
List any Disciplinary Actions received.	
PROFESSIONAL LICENSES	
License	
Organization	
Dates Attended	From To
List any Disciplinary Actions received.	

Section 5 – Violation of Law

The following question has to do with violations of the law. The conviction of a violation does not automatically mean that you cannot be appointed. Give all pertinent facts so that a decision can be made. In answering these questions, you may omit minor traffic violations.

1. Have you ever been convicted of an offense against the law? ☐ Yes ☐ No
2. Have you ever been convicted of an offense while in military service? ☐ Yes ☐ No
3. Was any conviction pursuant to an adjudication in juvenile court, a youthful offender act or a first offender act? ☐ Yes ☐ No

If the answer to any of the above items is “Yes”, give details below. For each offense, provide the date, charge, place, court, and action taken. Attach extra sheet if necessary.

OFFENSE	
Date	Charge:
Offense Type	☐ Felony ☐ Misdemeanor
Place of Occurrence	
	County City, State
Offense Outcome	

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Date	Charge:
Offense Type	☐ Felony ☐ Misdemeanor
Place of Occurrence	
	County City, State
Offense Outcome	

Section 6 – References

Names and addresses of two (2) people 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 Name	Unit/Suite Number
	City, State	Zip
Phone		
REFERENCE 2		
Name		
Address		
	Street Name	Unit/Suite Number
	City, State	Zip
Phone		

Section 7 – 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

STATE COURT OF FULTON COUNTY
AFFIDAVIT OF ATTORNEY ENDORSEMENT

RE: Application of (Applicant Name): _____

I, _____, being a member in good standing of the State Bar of Georgia, hereby endorse the above-named applicant for permanent appointment as a process server in the State Court of Fulton County.

I certify that I am personally acquainted with the applicant, that I have reviewed their qualifications, and that to the best of my knowledge, they possess the high character and integrity necessary to perform the duties of an officer of the court.

ATTORNEY SIGNATURE _____

PRINTED NAME _____

GA BAR NUMBER _____

NOTARY PUBLIC VERIFICATION:

Sworn to and subscribed before me this _____ day of _____, 2026.

Notary Public Signature (Place Seal Here)

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 dispossessory actions, within the jurisdiction of this Court effective beginning January 1, 2027 and expiring on December 31, 2027.

Name _____

Address _____

City, State, Zip Code _____

Phone Number _____