



Georgia State-wide Business Court

Process Server Application Instructions

I. APPLICATION OVERVIEW

The Georgia State-wide Business Court (“Business Court” or “Court”) provides specialized expertise for the adjudication of complex business and commercial cases. It is the only trial court in Georgia with state-wide jurisdiction and, thus, Process Servers appointed by the Court pursuant to O.C.G.A. § 9-11-4(c)(4) may be called upon to serve papers and process throughout the State on Business Court cases.

The Court’s Process Server Application and additional information regarding the application process are available on the Business Court’s website at: <https://www.georgiabusinesscourt.com/>. The Court will only consider fully completed applications that are accompanied by all required supporting documentation.

Private Process Servers are appointed by the Business Court on an annual basis. All appointment orders expire at the end of each calendar year (December 31st), and applicants must re-apply to be reappointed for the following year. For 2022 appointments, applicants must submit a completed application packet no later than March 11, 2022. Decisions regarding appointments and appointment orders will be issued no later than March 31, 2022.

The Business Court reserves the right to deny any application as it deems appropriate in the interest of the Court and litigants.



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II. APPLICATION CHECKLIST

A completed application packet must include all of the following:

- Completed Business Court Process Server Application
- Copy of a name-based criminal background check completed within 30 days of the submission of the application, showing that the applicant has not committed any serious criminal offense (document must bear official stamp or seal)
- 2022 State Bar of Georgia Member Endorsement
- Signed 2022 Process Servers Code of Conduct
- Certificate of completion of a 12-hour course of instruction relating to service of process that has been approved by the Georgia Administrative Office of the Courts
- Proof of a passing score on the Georgia Certified Process Server State Examination
- Certificate of completion, dated within the last 12 months, of at least 5 hours of continuing education courses approved by the Georgia Administrative Office of the Courts (applies if the applicant passed the Georgia Certified Process Server State Examination more than 24 months ago)

For the avoidance of doubt, supporting documents submitted with the application must include any official stamp or seal (if applicable), but the applicant's Social Security Number and driver's license number must be redacted from the documents. The Court may reject any application that does not comply with the requirements set forth in these instructions or the application.



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III. NOTIFICATION PROCESS AND APPOINTMENT ORDERS

Applicants who are approved as Process Servers for the Business Court will be contacted directly and provided a copy of their appointment order. **Please note**, an appointment order authorizes the appointed Process Server to serve papers and process **only** in matters before the Georgia State-wide Business Court.

Process Server appointments and contact information will be posted on the Business Court's website. Process Servers appointed by the Court are required to promptly advise the Court of any change to their contact information.

An applicant whose application packet is not approved by the Court will be notified in writing and may re-apply the following calendar year.

IV. EXPIRATION OF APPOINTMENT ORDERS AND REAPPOINTMENTS

All appointment orders expire at the end of each calendar year (December 31st) regardless of when the appointment order was issued. Thus, Process Servers wishing to be reappointed for any subsequent year must submit a new, updated application packet along with the required supporting documentation.

The Business Court reserves the right to cancel any appointment order at any time and for any reason.



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V. SUBMISSION OF APPLICATION MATERIALS AND GENERAL CONTACT INFORMATION

Completed application packets must be emailed to the Court at gsbc_clerk@gsbc.us.

If you have questions regarding the application process, please contact the Clerk of Court at (404) 656-6620.

For more information about the Georgia Certified Process Server Program, visit the Judicial Council of Georgia Administrative Office of the Courts' website at:

<https://ocp.georgiacourts.gov/georgia-certified-process-server-program/>.