



Georgia State-wide Business Court

Process Server Application

2. Employer: _____
- Address: _____
- Name and Title of Immediate Supervisor: _____
- Phone Number _____ Your Job Title: _____
- Dates Employed (month/year): From _____ To _____
- Reason for Leaving (if not your current employer): _____
- _____

III. VIOLATIONS OF THE LAW

The following questions have to do with any violations of the law, whether the offense was committed in Georgia or elsewhere. A conviction for a violation does not automatically disqualify you from being appointed, so you should provide the Court all pertinent facts regarding the offense. Falsifying information may result in the denial or revocation of your status as a Private Process Service of the Georgia State-wide Business Court. In answering these questions, you may omit any traffic violations other than: Drinking Under or While the Influence (DUI/DWI), Reckless Driving, Vehicular Homicide, and Driving While Unlicensed/Suspended License.

1. Have you ever been convicted of any violation of the law?
- _____ Yes _____ No
2. Have you ever been convicted of any violation of the law while in military service?
- _____ Yes _____ No



Georgia State-wide Business Court

Process Server Application

3. Are you currently serving any sentence as a first offender or on conditional discharge?

_____ Yes _____ No

4. If your answer to any of the three questions immediately above is “Yes,” please provide details regarding the offense below. You may attach additional pages if necessary. For each offense, provide the date of the offense, the charge(s), the name and location of the court, and action taken or sentence served with respect to the offense.

IV. COURT APPOINTMENTS AND PROFESSIONAL LICENSES

1. Have you ever been appointed as a process server by any Georgia court?

_____ Yes _____ No

2. If you answered “Yes” to the question immediately above, please provide the name of each court that has appointed you as a private or permanent process server and the date(s) of appointment (attach additional pages if necessary):



Georgia State-wide Business Court

Process Server Application

3. Has any Georgia court ever (i) denied your application to be appointed as a process server, or (ii) revoked your appointment to serve papers and process?

_____ Yes _____ No

4. If you answered “Yes” to the question immediately above, please provide the name of the court(s) that denied or revoked your appointment and explain below (attach additional pages if necessary):

5. List all professional licenses you hold or have ever held, including the name of the organization, the dates of licensure, and any disciplinary proceedings (attach additional pages if necessary):



Georgia State-wide Business Court

Process Server Application

V. SUPPLEMENTAL DOCUMENTATION

With this completed application, please submit the following supporting documentation:

1. Copy of a name-based criminal background check completed within 30 days of the submission of the application, showing that you have not committed any serious criminal offense (document must bear official stamp or seal)
2. 2022 State Bar of Georgia Member Endorsement
3. Signed 2022 Process Server Code of Conduct
4. 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
5. Proof of a passing score on the Georgia Certified Process Server State Examination
6. 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 you passed the Georgia Certified Process Server State Examination more than 24 months ago)

For the avoidance of doubt, supporting documents submitted with your application must include any official stamp or seal (if applicable), but your 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 herein or in the Court's Process Server Application Instructions



Georgia State-wide Business Court

Process Server Application

VI. CERTIFICATION

I hereby certify that (initial by each statement below):

_____ I am a U.S. citizen;

_____ I am over 18 years of age;

_____ I have completed a 12-hour course of instruction relating to service of process that has been approved by the Georgia Administrative of the Courts;

_____ I passed the Georgia Certified Process Server State Examination;

_____ If I passed the Georgia Certified Process Server State Examination more than 24 months ago, I have completed at least five hours of continuing education courses approved by the Georgia Administrative of the Courts within the last 12 months (if not applicable to you, please write "N/A" instead of initials);

_____ I have never been convicted of any serious criminal offense;

_____ I have not and I will not serve any paper or process in any action in which (i) I have a financial or personal interest in the outcome of the matter, or (ii) I am related by blood or marriage to any person having a financial or personal interest in the outcome of the matter; and

_____ I have received a copy of the Georgia State-wide Business Court's Statement of Policy and Process Servers Code of Conduct and agree to follow all rules and requirements set forth therein.



Georgia State-wide Business Court

Process Server Application

VI. CERTIFICATION (continued)

I further certify that all of the information given in this application is true and correct to the best of my knowledge and belief. I hereby authorize the Georgia State-wide Business Court and its Clerk of Court to verify any information provided in this application and the supporting documentation submitted with this application.

I understand that the Georgia State-wide Business Court has the complete and total discretion to withhold or revoke any appointment to serve papers and process in the Court based on my criminal history, my conduct as a process server, or when otherwise in the interests of the Court and litigants.

Applicant's Signature: _____ Date: _____

Applicant's Name (print): _____

Notary Public Signature: _____

Commission Expires: _____