



# 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 31<sup>st</sup>), and applicants must re-apply to be reappointed for the following year. For 2025 appointments, applicants must submit a completed application packet no later than December 6, 2024. Decisions regarding appointments and appointment orders will be issued no later than December 31, 2024.

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 (**applicant's social security number must be redacted** and document must bear official stamp or seal)
- 2025 State Bar of Georgia Member Endorsement
- Signed 2025 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 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 the appointment order. **Please note**, an appointment order authorizes the appointed Process Servers 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 31<sup>st</sup>) 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](mailto:gsbc_clerk@gsbc.us).

If you have questions regarding the application process, please contact the Clerk of Court Angie Davis 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/>.



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### **I. NAME AND CONTACT INFORMATION**

NAME: \_\_\_\_\_  
  First  Middle  Last

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBERS:    Primary     \_\_\_\_\_

  Secondary    \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### **II. EMPLOYMENT RECORD**

Please list your current employer and any past employer(s) over the last two years (attach additional pages if necessary):

1.    Employer: \_\_\_\_\_

      Address: \_\_\_\_\_

      Name and Title of Immediate Supervisor: \_\_\_\_\_

      Phone Number \_\_\_\_\_ Your Job Title: \_\_\_\_\_

      Dates Employed (month/year):  From \_\_\_\_\_ To \_\_\_\_\_



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2. Employer: \_\_\_\_\_
- Address: \_\_\_\_\_
- Name and Title of Immediate Supervisor: \_\_\_\_\_
- Phone Number \_\_\_\_\_ Your Job Title: \_\_\_\_\_
- Dates Employed (month/year): From \_\_\_\_\_ To \_\_\_\_\_

### **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 with all pertinent facts regarding the offense. Falsifying information may result in the denial or revocation of your status as a Private Process Server of the Georgia State-wide Business Court. In answering these questions, you may omit any traffic violations other than: Drinking Under the Influence or Driving While intoxicated (DUI/DWI), Reckless Driving, Vehicular Homicide, and Driving While Unlicensed/Suspended License.

1. Have you ever been convicted of any violation of the law in Georgia or elsewhere?
- \_\_\_\_\_ Yes      \_\_\_\_\_ No
2. Have you ever been convicted of any violation of the law while in military service?
- \_\_\_\_\_ Yes      \_\_\_\_\_ No



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

\_\_\_\_\_ 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 (city and state) of the court, and action taken or sentence served with respect to the offense.

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#### **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):

<b>Name of Court</b>	<b>Year(s) of Appointment(s)</b>



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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):

Name of Court	Reason for Denial or Revocation

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):

Name of Organization	Years of Licensure	Disciplinary Proceedings





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### V. SUPPLEMENTAL DOCUMENTATION

With this completed application, I certify that I have submitted the following supporting documentation (initial by each statement below):

- \_\_\_\_\_ 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 and social security number must be redacted**)
- \_\_\_\_\_ 2025 State Bar of Georgia Member Endorsement
- \_\_\_\_\_ Signed 2025 Process Server 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 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.



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### 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 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.



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### 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. 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: \_\_\_\_\_



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## 2025 STATE BAR OF GEORGIA MEMBER ENDORSEMENT OF PROCESS SERVER APPLICANT

The undersigned member in good standing of the State Bar of Georgia hereby endorses the applicant, \_\_\_\_\_ (print applicant's full legal name), to be appointed as a process server for the Georgia State-wide Business Court and attests to the applicant's good character, honesty, and integrity. The undersigned also attests that the applicant is not suffering under any legal or mental disability. This affidavit is based upon my personal knowledge.

This \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Signature of Attorney

\_\_\_\_\_

Print Full Name of Attorney

\_\_\_\_\_

Georgia State Bar Number

\_\_\_\_\_



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## Statement of Policy and Process Server Code of Conduct

Service of process is the first contact that many individuals will have with the court system. Legal proceedings are often stressful and upsetting to the parties involved. In order to respect the rights of the public and to promote efficient, orderly service of process, the Georgia State-wide Business Court has adopted the following Statement of Policy:

It is the policy of the Georgia State-wide Business Court that process servers conduct themselves at all times with the utmost professionalism and that they treat all parties to be served with dignity and courtesy.

To achieve these goals, the Business Court requires that the following specific rules be observed by all Process Servers (Process Servers Code of Conduct):

1. Process Servers shall treat all parties to be served with respect and courtesy. As such, Process Servers should refrain from behaving in a threatening or abusive manner and should avoid physical contact with the parties.
2. Process Servers shall refrain from using any threatening or vulgar language while serving process.
3. Process Servers shall refrain from attempting to forcibly enter the home, business, or other property of a party to be served.
4. Process Servers shall not serve process while they are under the influence of alcohol or drugs.
5. Process Servers shall not carry weapons or firearms while serving process except to the extent authorized by law.
6. Process Servers shall not represent that they are agents or employees of the Business Court, the Sheriff, the county, or the State while serving process pursuant to the appointment.

I have read and understand the foregoing Statement of Policy regarding the Process Servers Code of Conduct, and I agree to comply with the specific rules as well as the general intent of the statement. I understand that a violation of these rules can lead to my removal from the list of approved private process servers for the Georgia State-wide Business Court.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_