



Georgia State-wide Business Court

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 _____