



SUPERIOR COURT OF DOUGLAS COUNTY

DOUGLAS COUNTY COURTHOUSE, 8700 HOSPITAL DRIVE, DOUGLASVILLE, GA 30134

Permanent Process Server Application

Application Overview and Requirements

A completed application packet and all items on the checklist should be submitted to the Court/Clerk of Superior Court of Douglas County to ensure certification in a timely manner. **The entire application must be completed, even if you are applying for renewal of a previous appointment.** The Court/Clerk will review all information submitted for approval. If approved, an order of the Court will be issued establishing an official appointment. All requirements must be met on behalf of the applicant, including submission of a criminal background check. The Court reserves the right to deny the request of any applicant as it deems appropriate in the interest of the Court and litigants.

Applicant Checklist

- Must submit an application for review or renewal with required filing fee
- Must be at least 18 years of age and a United States citizen
- Must be a certified process server through the Georgia Administrative Office of the Courts (AOC)
- Must submit a recent criminal background check (within one year of application).

Notification Process

Once the information is reviewed and a decision regarding appointment has been made, a copy of the Order will be forwarded to the Applicant's attention confirming his or her status as a Permanent Process Server. The designated status will remain effective through the Applicant's current certification as a process server through AOC. Timely renewal is the sole responsibility of the applicant. No reminders will be sent.

Application Submission

Original completed application packets should be delivered with all required attachments and a self-addressed, stamped envelope to:

Clerk of Superior Court
Douglas County Courthouse
8700 Hospital Drive
Douglasville, GA 30134

If you have any questions, please contact us at (770) 920-7252.



PERMANENT PROCESS SERVER APPLICATION
SUPERIOR COURT OF DOUGLAS COUNTY
DOUGLAS COUNTY COURTHOUSE, 8700 HOSPITAL DRIVE
DOUGLASVILLE, GA 30134
770-920-7252 <http://www.celebratedouglascounty.com>

PERSONAL DATA			
Name (Last)		(First)	(Middle)
Address: (Street)		(City)	(State) (Zip)
Home Telephone:	Other Phone:	Email Address:	
Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you a United States citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	

EXPERIENCE SERVING PROCESS
Describe your past process serving experience and training.
How long have you been certified to serve process through AOC? ATTACH A COPY OF YOUR CURRENT CERTIFICATION.
My certification as a process server with the AOC expires on _____, 20__.

VIOLATIONS OF THE LAW	
THE FOLLOWING QUESTIONS HAVE TO DO WITH VIOLATIONS OF THE LAW, IN GEORGIA OR ELSEWHERE. IN ANSWERING THESE ITEMS, YOU MAY OMIT TRAFFIC VIOLATIONS OTHER THAN: DUI, AGGRESSIVE DRIVING, RECKLESS DRIVING, VEHICULAR HOMICIDE, DRIVING WHILE UNLICENSED/LICENSE SUSPENDED.	
Have you ever been convicted of a felony?	Have you ever been convicted of an offense against the law while in military service?
Are you currently serving any sentence as a first offender or conditional discharge?	
If the answer to any of the above items is "YES", give details below, or attach a separate sheet as necessary. For each offense, please show the date, charge, place, court, and action taken.	

CERTIFICATION
I certify that all information given in this Application is true and correct to the best of my knowledge and belief. I certify that I have read and understand the Statement on Policy Regarding the Conduct of Permanent Process Servers in the Douglas Judicial Circuit hereby authorize the Clerk of the Superior Court of Douglas County to verify any information contained in this application or supplements to this document. I understand that the Superior Court has the DISCRETION TO WITHHOLD OR REVOKE CERTIFICATION BASED ON CRIMINAL HISTORY, MY CONDUCT AS A PROCESS SERVER, OR WHEN OTHERWISE IN THE INTERESTS OF THE COURT AND LITIGANTS IN THE SOLE DISCRETION OF THE COURT.
Print Name: Signature: _____
Date: _____

DELIVER YOUR APPLICATION AND SUPPORTING DOCUMENTATION TO
OFFICE OF THE CLERK OF SUPERIOR COURT OF DOUGLAS COUNTY
8700 HOSPITAL DRIVE, DOUGLASVILLE, GA 30134



SUPERIOR COURT OF DOUGLAS COUNTY

DOUGLAS COUNTY COURTHOUSE, 8700 HOSPITAL DRIVE, DOUGLASVILLE, GA 30134

STATEMENT OF POLICY

REGARDING THE CONDUCT OF PERMANENT PROCESS SERVERS

In order to respect the rights of the public and to promote efficient, orderly, service of process, the Douglas County Superior Court has adopted this Statement of Policy.

Service of process is the first contact with many individuals will have with the court system. Legal proceedings are often stressful and upsetting to the parties involved. It is the policy of the Douglas County Superior Court that Permanent Process Servers conduct themselves at all times with the utmost professionalism and treat the parties to be served with dignity and courtesy.

In order to achieve the goals of orderly and efficient service of process by Permanent Process Servers appointed in Douglas County, the Court requires the following specific rules be observed:

1. Process servers shall treat 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 parties.
2. Process servers shall refrain from using threatening or vulgar language while serving process.
3. Process servers shall refrain from entering or attempting to forcibly enter the home, business, or any 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 Court, the Sheriff, the County, or the State while serving process pursuant to the appointment.
7. In cases where a duly-appointed permanent process server has effectuated service, a proper return of service shall include both the process server's affidavit pursuant to O.C.G.A. § 9-11-4(h)(2), **as well as a copy of the Order appointing him/her as a permanent process server in this Court.**

I have read and understand the foregoing Statement of Policy Regarding the Conduct of Permanent Process Servers and I agree to comply with the specific rules set forth therein, as well as with the general intent of the Policy. I understand that a violation of these rules can lead to my removal from the list of Permanent Process Servers for Douglas County Superior Court.

Signature

Date

IN THE SUPERIOR COURT OF DOUGLAS COUNTY

STATE OF GEORGIA

IN RE: APPLICATION OF _____)
)
FOR APPOINTMENT AS)
PERMANENT PROCESS SERVER)
PURSUANT TO O.C.G.A. SECTION)
9-11-4(c))

COMES NOW the Applicant, and files this Motion for Appointment as Permanent Process Server, pursuant to the O.C.G.A., § 9-11-14(c) and hereby petitions this Court to authorize Applicant to serve Summons, Complaints, and other process in all actions within the jurisdiction of this Court. Applicant has been certified to serve civil process by the Georgia Administrative Office of the Courts until _____, 20___; is a United States citizen, at least 18 years old; and has completed the application attached hereto.

This _____ day of _____, 20___.

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

Applicant's mailing address
and telephone number:

Applicant's Email Address:

IN THE SUPERIOR COURT OF DOUGLAS COUNTY

STATE OF GEORGIA

IN RE: APPLICATION OF _____)
FOR APPOINTMENT AS _____)
PERMANENT PROCESS SERVER)
PURSUANT TO O.C.G.A. SECTION)
9-11-4(c))

ORDER APPOINTING PERMANENT PROCESS SERVER

The foregoing Application having been read and considered, it is hereby ORDERED that _____ be appointed as permanent process server for the Douglas County Superior Court pursuant to O.C.G.A. § 9-11-4(c).

The appointment shall be effective from the date of this Order to the date of expiration of Applicant's current certification as a process server through the Georgia Administrative Office of the Courts, which is _____, unless sooner revoked.

SO ORDERED, this _____ day of _____, 20__.

DAVID T. EMERSON
Chief Judge