

# STOP

The form below is has been populated with your answers from the online form. Please review the form to make sure all answers are correct. Ancillary Legal Corporation **does not** submit your forms to the court on your behalf. If you have any difficulties with the form you are welcome to call our office at 404-459-8006 or email us at [inquire@ancillarylegal.com](mailto:inquire@ancillarylegal.com) .

**Your next steps:**

- Many of the Georgia Courts require additional documentation to be submitted along with the completed application. Each court details their requirements in their application. You should review the form below for this court's additional requirements.
- Once you have reviewed the answers and gathered the documents, print out this form.
- The form will need to be signed and dated (sometimes in multiple places) prior to turning the complete application packet in to the court.
- Some courts have a box for you to check if you are a new applicant or a renewal. Be sure you check the appropriate box
- Forms requiring criminal history are produced with an additional attachment page. If you do not have any offenses you can discard the attachment page or simply not print it.
- Be sure to discard this page prior to turning in your application.

**-Form Begins on Next Page-**

## PRIMARY NOTICE

As you know, your status as an active Permanent Process Server for Cobb County Superior Court will turn inactive as of January 4, 2020. If you would like to extend your appointment through January 4, 2021, please indicate so by signing below and returning this form and a notarized copy of the attached form to the address listed below. Once our office receives your request, and the background information is verified we will issue another order allowing you to remain an active process server for our court through January 4, 2021.

Yes, I Amy Michelle Trossarello (please print name), request that my term as a Permanent Process Server for Cobb County Superior Court be extended through January 4, 2021.

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Signature

404-389-1155

Phone # to be posted on website

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Date

amyt@georgiareporting.com

Email address to be posted on website

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Ancillary Legal Corporation

Company Name (Print) – to be posted on website (Optional)

Please return this form and notarized copy of the attached form to:

Wilma M. Robinson  
Cobb County Superior Court Administration  
70 Haynes Street  
Marietta, GA 30090-9642

**Process Server Program  
Superior  
Court of the State of  
Georgia  
Cobb Judicial Circuit**

Wilma Robinson  
Administration [Wilma.Robinson@cobbcounty.org](mailto:Wilma.Robinson@cobbcounty.org)  
Office Phone: 770 528-8901

Office of Court  
70 Haynes Street  
Marietta, Ga 30090

**STATEMENT OF UNDERSTANDING**

REGARDING THE REQUIREMENTS AND CONDUCT OF PERMANENT PROCESS SERVERS

Feel free to contact the above email or phone number with any questions. Applications and renewal documents will be accepted only from **October 1<sup>st</sup> through December 31<sup>st</sup>** each year for the following year's term.

Application or renewal packets must include the following:

- (For new applicants) – A completed applicant form including endorsement of Attorney in good standing of State Bar of Georgia – or –
- (For renewals) – A completed renewal form

ALL PACKETS:

- A completed *Criminal Background* check form, with original, notarized signature (no fee required)
- A current copy of driver's license
- Proof of 12-hour pre-certification training (Note: Georgia State Certification not required). Either a certificate for pre-certification training or Certification certificate would be acceptable as proof of pre-certification training)
- A signed *Statement of Understanding* form (this form)

I understand the following:

1. Process servers shall conduct themselves at all times with the utmost professionalism and treat the parties to be served with dignity 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 server shall not serve process while they are under the influence of alcohol or drugs.
5. Process server s 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.

I have read and understand the foregoing Statement of Understanding and I agree to comply with the specific rules set forth herein. I understand that a violation of these rules can lead to my removal from the list of Permanent Process Servers for Cobb County Superior Court.

AmyMichelleTrossarello

Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CRIMINAL HISTORY CONSENT FORM

Full Name (Please Print)	Amy Michelle Trossarello						
Aliases (Maiden)	Amy Gudgen						
Social Security #	123456	DOB	11/14/1990	Race	White	Sex	Female
Street Address	538 Martindale Court						
City	Stone Mountain		State	Georgia		Zip	30088
Purpose Codes	<input checked="" type="checkbox"/> E (General Employment)			<input type="checkbox"/> M (Employment w/ Mentally Disabled)			
	<input type="checkbox"/> N (Employment w/ Elder Care)			<input type="checkbox"/> W (Employment w/ Children)		**provides Georgia records only**	
	<input type="checkbox"/> P (Public Records)					**provides Georgia Felony Convictions only**	
	<input type="checkbox"/> J (Civilian Employment w/ Criminal Justice Agency)			**provides completed GA & III records except juvenile or restricted**			
	<input type="checkbox"/> Z (P.O.S.T. Certified Employment w/ Criminal Justice Agency)			**provides GA & III records including restricted that contain completed first offender sentences for any offense**			
To Be Disseminated To (Specific Name)	Kimberly L. Hicks / Wilma Robinson / Cathy Dunn						
<b>CRIMINAL HISTORY REQUEST</b>							
<p>I hereby request and authorize the Cobb County Sheriff's Office to receive a criminal history pertaining to me, from the files of the Georgia Criminal Information Center (GCIC) &amp; National Criminal Information Center (NCIC). This history should reflect any reportable offenses from all local and state criminal justice agencies in Georgia and/or the U.S.A. as per the applicable Purpose Code.</p>							
<input type="checkbox"/> This authorization is valid for 90 / 180 days from date of signature (circle one).							
<input type="checkbox"/> I, _____, give consent to _____ (name of company/agency) to perform periodic criminal history background checks for the duration of my employment with this company.							
Signature				Date			
Notary (If not signed in presence of CCSO personnel)				Date			
				Expiration Date			
ATTENTION							
<p>In the event an adverse decision is made based on the information contained in this criminal history, the individual or agency making the decision is required, under penalty of law, to inform the record subject of all information pertinent to that decision. "This disclosure must include that a criminal history inquiry was made, the specific contents of the record, and the effect the record had upon the decision." Failure to do so can result in fines and/or imprisonment as provided for in OCGA 33-3-34(b) and GCIC 140-2.04(1)(b)(3).</p>							
DO NOT WRITE BELOW THIS LINE **SHERIFF'S OFFICE USE ONLY**							
<p>A check of criminal history files was conducted and revealed that the above named individual has no record / the attached record of _____ pages. The above named also has / No NCIC/GCIC Warrant results / Possible NCIC/GCIC Warrant. Contact agency: _____ at _____ (ph) to inquire further. This does not preclude the existence of a criminal record or additional records within Cobb County, the State of Georgia, or the United States. The recipient of this form is advised this report is based solely on the files of GCIC/NCIC, that all offenses are not required to be reported to GCIC/NCIC, and that the dissemination of certain protected criminal history information to individuals and employers is forbidden by law.</p>							
Disseminated To Signature (Signature)				Date			
Search Conducted By (Signature)				SOID			