



Superior Court of Fulton County  
Atlanta Judicial Circuit  
Fifth Judicial Administrative District  
136 Pryor Street, S.W.  
Atlanta, GA 30303

**FULTON COUNTY SUPERIOR COURT**  
**2020 PROCESS SERVER COVER LETTER AND CERTIFICATION**

**DATE:** \_\_\_\_\_

**TO:** Superior Court of Fulton County Process Server Review Panel

**FROM:** \_\_\_\_\_

**RE:** Process Server Application Cover Letter

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**Attached is my completed 2020 Process Server Application. I have completed the following requirements:**

- ☐ Completed Fulton County Superior Court Process Server Application
- ☐ Legible copy of valid Georgia Driver's License
- ☐ Certificate of completion of the Georgia Process Servers 12-Hour Pre-Certification Training or Recertification Training.
- ☐ Proof of passing score on the Georgia Certified Process Server State Examination
- ☐ Submittal of a named-based criminal background check completed within 2 weeks of application (Document must bear official stamp or seal)
- ☐ Signed Process Server Code of Conduct
- ☐ State Bar of Georgia endorsement

**CERTIFICATION**

I certify that all information given in this biographical sketch is true and correct to the best of my knowledge and belief. I hereby authorize Superior Court of Fulton County to verify any information contained in this application or supporting supplements to this document. I understand the Superior Court has the **DISCRETION TO APPROVE, WITHHOLD OR REVOKE, MY STATUS AS A PROCESS SERVER FOR SUPERIOR COURT OF FULTON COUNTY.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **2020 PROCESS SERVER APPLICATION**

☐ Renewal

☐ New

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

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

PREVIOUS ADDRESS (If at present address less than 5 years):  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

RACE \_\_\_\_\_ GENDER \_\_\_\_\_

PHONE NUMBERS: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

### **EDUCATION:**

#### **HIGH SCHOOL**

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Did you Graduate: \_\_\_\_ Yes \_\_\_\_ No Date of Completed: \_\_\_\_\_

Highest grade of school completed: \_\_\_\_\_

**COLLEGE, UNIVERSITY OR TECHNICAL SCHOOL**

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Hours Earned Quarter/Semester: \_\_\_\_\_

Degree or Certificate Received: \_\_\_\_\_ Year Awarded: \_\_\_\_\_

**EMPLOYMENT RECORD:**

Employing Agency or Institution: \_\_\_\_\_

Address: \_\_\_\_\_

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

Your Job Title: \_\_\_\_\_

Date Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**PAST EMPLOYMENT HISTORY:**

Employing Agency or Institution: \_\_\_\_\_

Address: \_\_\_\_\_

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

Your Job Title: \_\_\_\_\_

Date Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**VIOLATIONS OF THE LAW:**

The following questions have to do with violations of the law. A conviction for a violation does not automatically mean that you cannot be appointed. ***Note: Falsifying information may result in revocation of your status as a Process Server with Superior Court.***

- a. Have you ever been convicted of an offense against the law?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

- b. Have you ever been convicted of an offense against the law while in military service?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- c. Do you have any conviction pursuant to adjudication in a juvenile court, a youthful offender act, or a first offender act? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer to any of the above items is "YES", give details below. For each offense, please show the date, charge, place, court, and action taken. Attach extra sheets if necessary.

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**ADDITIONAL INFORMATION:**

- a. Are you a current or previous Fulton County employee? \_\_\_\_\_ Yes \_\_\_\_\_ No
- b. Are you a current or previous employee of the Superior Court of Fulton County?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- c. Are you a current or previous Contractor or Temporary employee of the Superior Court of Fulton County? \_\_\_\_\_ Yes \_\_\_\_\_ No
- d. Are you a current or previous employee of State Court of Fulton County?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- e. In what other counties are you approved to serve? Check all boxes that may apply.  
[ ] Cobb [ ] Clayton [ ] Gwinnett [ ] DeKalb [ ] Fulton, State Court

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## **2020 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, Superior Court of Fulton County has adopted the following Policy of Statement.

It is the policy of the Superior Court of Fulton County that 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 these goals, the Court requires that the following specific rules be observed by Process Servers:

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 the parties.
2. Process servers should refrain from using threatening or vulgar language while serving process.
3. Process servers should refrain from attempting to forcibly enter the home or 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.

I have read and understand the foregoing Policy of Statement regarding the Conduct of Process Servers, and I agree to comply with the specific rules as well as the general intent of this statement. I understand that a violation of these rules can lead to my removal from the list of Process Servers for the Superior Court of Fulton County.

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Signature

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Date