**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-**

|  |  |
| --- | --- |
| STATE COURT OF FULTON COUNTY 2020 Appointment of Permanent Process Server Packet | |
| **State Court Permanent Process Servers** | |  | | --- | | **1st Time Applicant** \_\_\_\_\_\_ **Renewal** \_\_\_\_\_\_ | |
| Any and all permanent process server orders from the State Court of Fulton County will expire on December 31, 2019. Any person who seeks to be appointed as a permanent process server in the State Court of Fulton County must apply for a new appointment Order. The new application and instructions are available online at [http://fultonstate.org/process-server-instructions-application/.](http://fultonstate.org/process-server-instructions-application/) There will be an appointment order for the State Court of Fulton County that will authorize the applicant to serve in the State Court. The order will allow private process servers to serve lawsuits and other legal actions in the State Court of Fulton County and be effective on and after January 1, 2020. All new appointment orders effective on or after January 1, 2020 will expire December 31, 2020, regardless of when applied for and granted. Persons wishing to continue to serve lawsuits in the State Court of Fulton County on or after December 31, 2020 must re-apply for a new appointment order.  Applicants must meet the following requirements to be considered for appointment:   Must submit an application for review or renewal;   Must be at least 18 years of age;   Must possess a valid Driver’s License;   Must submit a name-based criminal background check run within 2 weeks of application that shows you have not committed any serious criminal offenses;   Must have completed the Georgia Process Servers 12-Hour Pre-Certification Training;   Must have completed the 5 hour Continuing Education Classes and submit certificate;   Must have passed the Georgia Certified Process Server State Examination;   Must be endorsed by a member in good standing of the State Bar of Georgia.  For more information about becoming a Georgia Process Server access the Judicial Council of Georgia Ad- ministrative Office of the Courts website at [www.georgiacourts.gov/ps/](http://www.georgiacourts.gov/ps/) . | |

|  |
| --- |
| **Application Process**  Anyone seeking to serve as a Process Server shall complete the application below and submit it to the State Court Self-Help Center. If accepted upon initial review, the application will be presented by the Court Administrator to the Chief Judge, or designee, for final review. A copy of the 2020 Process Server Order will be available to view and print from our website [http://fultonstate.org/process-server-instructions-application/.](http://fultonstate.org/process-server-instructions-application/)  **Application Submittal Dates**  Process Server application for 2020 must be received no later than Friday, December 6, 2019. Please follow the checklist included in the cover letter, and complete the application. Incomplete applications will not be processed. Applications may be submitted by certified mail or hand-delivered to:  State Court of Fulton County State Court Self-Help Center Attention: Yashika Jones 185 Central Avenue, SW Ground Floor, TG 300 Atlanta, Georgia 30303  If you have any questions about the application process or you need another application, you can email Ms. Jones at [yashika.jones@fultoncountyga.gov.](mailto:yashika.jones@fultoncountyga.gov)  **Notification Process**  Once the 2020 Process Server Application is reviewed, the approved process server order will be available to review and print on the Fulton County State Court website at <http://fultonstate.org/process-server-instructions-> application/.  **Process Server Appointment Term**  If approved, your 2020 Process Server Appointment will become valid on January 1, 2020 and continue until December 31, 2020.  For more information or if you have any further questions about the 2020 Process Server application process, please contact the Self-Help Center at (404) 613-2821. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| STATE COURT OF FULTON COUNTY Application for Appointment of Permanent Process Server | | | | | | |
| Fulton County State Court **2020 Process Server Cover Letter and Certification Application** | | | | | | |
| DATE: | | / / | |  | | |
| TO: Fulton County State Court Process Server Review Panel | | | | | | |
|  | | | | | | |
| FROM: | | {{first\_name}} {{middle\_name}} {{last\_name}} | | |  | |
| RE: Process Server Application | | | | | | |
| Attached is my completed 2020 Process Server Application. I have attached proof of and completed the following requirements:   Completed Fulton County State Court Process Server Application.   Attached a copy of a name-based criminal background check run within 2 weeks of application that shows I have not committed any serious criminal offenses.   Legible copy of my valid Georgia Driver’s License.   Certificate of completion of the Georgia Process Servers 12-Hour Pre-Certification Training.   Proof of passing score on the Georgia Certified Process Server State Examination. Certification I certify that the information given in this application is true and correct to the best of my knowledge and belief. I hereby authorize the State Court of Fulton County to verify any information contained in this application or supporting supplements to this document. ***I UNDERSTAND THAT THE STATE* COURT HAS THE DISCRETION TO APPROVE, WITHHOLD OR REVOKE MY STATUS AS A *PROCESS SERVER FOR THE STATE COURT*.** | | | | | | |
|  | | | | | | |
| Signature: | | |  | | |
| Date: | / / | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION I - Personal Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | {{last\_name}} | | | | | | | {{first\_name}} | | | | | | | | | | | | | | | | {{middle\_name}} | | | | |
|  | | Last Name First Name Middle Name | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | {{address\_line\_1}}, | | | | | | | | | | | {{city}} | | | | | | | | | | {{state}} | | | | | | {{zip\_code}} |
|  | | Street City State Zip Code | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone: | | {{home\_phone\_number}} | | | | | | {{ work\_phone\_number}} | | | | | | | | | | | | | | | {{cell\_phone\_number}} | | | | | | |
|  | | Home Work Cell | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email: | | {{ email}} | | | | | | | | | | | | | | | | | | | (required information) | | | | | | | | |
| **SECTION II - Education** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **HIGH SCHOOL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of School: | | | | {{ name\_of\_your\_high\_school }} | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Address of School: | | | | | {{saohs}} | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | Street Address | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | {{cohs}}, | | | | | {{sohs}} | | | | | | | | {{zcohs}} | | | | | | | |  | | | |
|  | | | | | City State Zip Code | | | | | | | | | | | | | | | | | | | | |  | | | |
| Date of Leaving: | | | {{date\_of\_leaving}} | | | | | | | | |  | | | | Did You Graduate: | | | | | | | | boxes | | | | | |
| Highest Grade Completed: | | | | | | | boxes need | | | | | | | | | | | | | | | | | | | | | | |
| **COLLEGE OR UNIVERSITY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of School: | | | | {{name\_of\_college\_\_or\_university\_attended}} | | | | | | | | | | | | | | | | | | | | | |  | | | |
| Address of School: | | | | | {{college\_street\_address}} | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | | | | | Street Address | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | {{college\_address\_city}} | | | | | | | | | {{cas}} | | | | | | {{caz}} | | | | | |  | | | |
|  | | | | | City State Zip Code | | | | | | | | | | | | | | | | | | | | | boxes | | | |
| Dates Attended: | | | {{date\_attended\_from}} | | | | | | to | | | {{date\_attended\_to}} | | | | |  | | Did You Graduate: | | | | | | | | {{did\_you\_graduate\_college}} | | |
| Credit Hours Earned: | | | | | | {{ fccredits}} | | | | | {{quarters\_or\_semesters}} boxes | | | | | | | | | | | | | | | | | | |
| Degree: | {{ degree\_awarded}} | | | | | | | | | | | | | | Year Awarded: | | | | | | | {{ year\_awarded}} | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COLLEGE OR UNIVERSITY** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of School: | | | | {{scname}} | | | | | | | | | | | | | | | | | |  | | | | | |
| Address of School: | | | | {{scaddn}} | | | | | | | | | | | | | | | | | | |  | | | |  |
|  | | | | Street Address | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | | | {{scaddc}} | | | | | {{scadds}} | | | | | | | | {{scaddz}} | | | | |  | | | | | |
|  | | | | City State Zip Code | | | | | | | | | | | | | | | | | | | | boxes | | | |
| Dates Attended: | | | {{scfrom}} | | | | | to | | {{scto}} | | | | | | | | Did You Graduate: | | | | | | | | {{scdidyg}} | |
| Credit Hours Earned: | | | | | {{sccredit}} | | | | | | | {{scqos}} boxes | | | | | | | | | | | | | | | |
| Degree: | {{scdegree}} | | | | | | | | | | | | |  | | Year Awarded: | | | | | {{scawardyear}} | | | | | | |
|  |  | | | | | | | | | | | | |  | | | | | | |  | | | | | | |
| **SECTION III - Employment Record (Attach Additional Pages If Necessary)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer: | {{e1name }} | | | | | | | | | | | | | | | | | | |  | | | | | | | |
|  | Name | | | | | | | | | | | | | | | | | | |  | | | | | | | |
|  | {{e1add}} | | | | | | | | | | | | | | | | | | |  | | | | | | | |
|  | Street Address | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | {{e1city}}, | | | | | {{e1state}} | | | | | | | {{e1zip}} | | | | | | |  | | | | | | | |
|  | City | | | | | | State | | | | | | | | Zip Code | | | | | |  | | | | | | |
| Name and Title of Immediate Supervisor: | | | | | | | | | | | {{e1snnt}} | | | | | | | | | | | | | | | | |
| Your Job Title: | | {{e1jt}} | | | | | | | | | | | | | | | | |  | | | | | | | | |
| Description of duties and responsibilities: {{e1duties}} | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer: | {{e2cn }} | | | | | | | | | | | | | | | | | | |  | | | | | | | |
|  | Name | | | | | | | | | | | | | | | | | | |  | | | | | | | |
|  | {{e2add}} | | | | | | | | | | | | | | | | | | |  | | | | | | | |
|  | Street Address | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | {{ e2city}} | | | | | {{ e2state}} | | | | | | | {{ e2zip}} | | | | | | |  | | | | | | | |
|  | City | | | | | | State | | | | | | | | Zip Code | | | | | |  | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name and Title of Immediate Supervisor: | | | | | {{ e2supervisor }} | | | | | | |
| Your Job Title: | | {{e2jt}} | | | | | | |  | | |
| Description of duties and responsibilities: {{e2duties}} | | | | | | | | | | | |
| Employer: | {{e3name}} | | | | | | | | |  | |
|  | Name | | | | | | | | |  | |
|  | {{e3add}} | | | | | | | | |  | |
|  | Street Address | | | | | | | | | | |
|  | {{e3city}} | | {{e3state}} | | | | {{e3zip}} | | |  | |
|  | City | | | State | | | | Zip Code | | |  |
| Name and Title of Immediate Supervisor: | | | | | {{e3supervisor}} | | | | | | |
| Your Job Title: | | {{e3title}} | | | | | | |  | | |
| Description of duties and responsibilities: {{e3duties}} | | | | | | | | | | | |
| Employer: | {{ e4name}} | | | | | | | | |  | |
|  | Name | | | | | | | | |  | |
|  | {{e4add}} | | | | | | | | |  | |
|  | Street Address | | | | | | | | | | |
|  | {{ e4city}} | | {{e4state}} | | | | {{ e4zip}} | | |  | |
|  | City | | | State | | | | Zip Code | | |  |
| Name and Title of Immediate Supervisor: | | | | | | {{ e4supervisor}} | | | | | |

|  |  |  |
| --- | --- | --- |
| Your Job Title: | {{ e4title}} |  |
| Description of duties and responsibilities: {{e4duties}} | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION IV - Professional Licenses** | | | | | | | |
|  | | | | | | | |
| List all professional licenses now or ever held to include the name of the organization, dates of licensure and any disciplinary proceedings. | | | | | | | |
|  | | | | | | | |
| License: | {{ pl1license}} | | |  | Organization: | | {{ pl1organization}} |
|  | | | | | | | |
| Dates of Licensure: | | {{ pl1from}} | to | {{ pl1to}} | |  | |
|  | | | | | | | |
| Disciplinary Actions: {{ pl1da}} | | | | | | | |
|  | | | | | | | |
| License: | {{ pl2license}} | | |  | Organization: | | {{ pl2org}} |
|  | | | | | | | |
| Dates of Licensure: | | {{ pl2from}} | to | {{ pl2to}} | |  | |
|  | | | | | | | |
| Disciplinary Actions: {{ pl2da}} | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SECTION V - Violation of 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. Give all pertinent facts so that a decision can be made. In answering these items, you may omit minor traffic violations. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 1. Have you ever been convicted of an offense against the law? | | | | | | | | | | |  Yes  No boxes | | | |
| 1. Have you ever been convicted of an offense while in military service? | | | | | | | | | | | | | |  Yes  No boxes |
| 1. Was any conviction pursuant to an adjudication in a juvenile court, a youthful offender act or a | | | | | | | | | | | | | | |
|  | first offender act? | |  Yes  No boxes boxes | | | | | | | | | | | |
| If the answer to any of the above items is “Yes”, give details below. For each offense, provide the date, charge, place, court, and action taken. Attach extra sheets if necessary. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Offense #1 | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Date: | | {{ o1date}} | | | |  | Charge: | | {{ o1charge}} | | | | | |
|  | | | | | | | | | | | | | | |
| Place of Occurrence: | | | | {{ o1city}} | | | | {{ o1state}} | | Court: | | | {{ o1court}} | |
|  | | | | | City | | | State | | | | Felony/Misdemeanor & County | | |
|  | | | | | | | | | | | | | | |
| Action Taken: {{ o1action}} | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Offense #2 | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Date: | | {{o2date}} | | | |  | Charge: | | {{o2charge}} | | | | | |
|  | | | | | | | | | | | | | | |
| Place of Occurrence: | | | | {{o2city}} | | | | {{o2state}} | | Court: | | | {{o2court}} | |
|  | | | | | City | | | State | | | | Felony/Misdemeanor & County | | |
|  | | | | | | | | | | | | | | |
| Action Taken: {{o2action}} | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Offense #3 | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Date: | | {{o3date}} | | | |  | Charge: | | {{o3charge}} | | | | | |
|  | | | | | | | | | | | | | | |
| Place of Occurrence: | | | | {{o3city}} | | | | {{o3state}} | | Court: | | | {{o3court}} | |
|  | | | | | City | | | State | | | | Felony/Misdemeanor & County | | |
|  | | | | | | | | | | | | | | |
| Action Taken: {{o3action}} | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SECTION VI - References | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Names and addresses of two (2) persons who have knowledge of your character and qualifications and whom we may contact (do not include relatives or former employers). | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reference #1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | |  | | | {{r1name}} | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | |  | {{r1streetadd}} | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | Street Address | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | {{r1city}} | | | | | | | {{r1state}} | | | | | | | | {{r1zip\_code}} | | | | | | |  | |
|  | | | | | City | | | | | | | | | State | | | | | | | | | | Zip Code | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone: | | | | | {{r1number}} | | | | | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reference #2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | |  | | {{r2name}} | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | |  | {{r2streetadd}}, | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | Street Address | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | {{r2city}} | | | | | | | {{r2state}} | | | | | | | | {{r2zip\_code}} | | | | | | |  | |
|  | | | | | City | | | | | | | | | State | | | | | | | | | | Zip Code | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone: | | | | | {{r2number}} | | | | | | | | | | | |  | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | |
| SECTION VII - Certification | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I submit this application in support of my request to be appointed as a “Permanent Process Server” for the State Court of Fulton County, and swear that the information included therein is true under oath and penalty of perjury. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This |  | | | | | day of | | |  | | | | | | | | | , 20 | | | | |  | | | . | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | |
| Signature of Applicant | | | | | | | |  | | | | | | | | | | | | | | | Notary Public | | | | | |
|  | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | |
| {{first\_name}} {{middle\_name}} {{last\_name}} | | | | | | | | | | | | | | |  | | | | | | | | / / | | | | |  |
| Print Full Legal Name of Applicant | | | | | | | | | | | | |  | | | | | | | | | | My Commission Expires | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION VIII - Endorsement | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The undersigned member in good standing of the State Bar of Georgia hereby endorses the above applicant to be appointed as a permanent process server of Fulton County State Court and attests to such applicant’s good character, honesty and integrity. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This |  | | | | | | day of | | |  | | | | | | , 20 | | |  | | | | | | . | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | |
| Attorney at Law | | | | | | | | | | |  | | | | | | | | | | | Bar Number | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STATE COURT OF FULTON COUNTY** | | | | | |
| **AFFIDAVIT/MOTION FOR** | | | | | |
| **PERMANENT SPECIAL PROCESS SERVER** | | | | | |
|  | | | | | |
|  | | | | | |
| Petitioner: | {{first\_name}} {{middle\_name}} {{last\_name}} | | |  | |
|  | | | | | |
| Petitioner files this Affidavit/Motion pursuant to Georgia Code Annotated, Section 81 A-104 © (9-11- | | | | | |
| 4) and petitions this Court for an Order authorizing | | {{first\_name}} {{middle\_name}} {{last\_name}} | | | ,a |
| citizen of the United States, to serve copies of Summons and Complaints as due process in actions discretionary by this Court, including but not limited to dispossessory actions , within the jurisdiction of this Court effective beginning January 1, 2020 and expiring on December 31, 2020. | | | | | |
| {{first\_name}} {{middle\_name}} {{last\_name}} | | |  | | |
| Name | | | | | |
| {{address\_line\_1}} | | |  | | |
| Address | | | | | |
| {{city}}, {{state}} {{zip\_code}} | | |  | | |
| City, State, Zip Code | | | | | |
|  | | |  | | |
| Phone Number | | | | | |

Attachment Explanation of Offenses Against the Law

{{ list\_the\_details\_date\_charge\_place\_court\_and\_action\_taken\_for\_each\_\_additional\_offense}}