**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-**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PLEASE TYPE OR PRINT IN BLACK INK** | | | | | | |
|  | | | | | | |
|  | {{last\_name}} | | | {{first\_name}} | | {{middle\_name}} |
| **NAME:** | Last | | | First | | Middle |
|  | | | | | | |
| {{address\_line\_1}},{{city}}, {{state}} {{zip\_code}} | | | | | | |
| **ADDRESS:** | | | | | | |
|  | | | | | | |
| {{prevadd}}, {{prevcity}}, {{prevstate}} {{prevzip}} | | | | | | |
| **PREVIOUS ADDRESS** (If at present address less than 5 years): | | | | | | |
|  | | | | | | |
| {{social\_security\_number}}c | | | | | | |
| **SOCIAL SECURITY NUMBER** | | | | | | |
|  | | | | | | |
| {{date\_of\_birth}} | | | | | | |
| **DATE OF BIRTH** | | | | | | |
|  | | | | | | |
| {{place\_of\_birth}} | | | | | | |
| **PLACE OF BIRTH** | | | | | | |
|  | | | | | | |
|  | | {{home\_phone\_number}} | | | {{ work\_phone\_number}} | |
| **PHONE NUMBERS** | | | Home | | | Work |
|  | | | | | | |
|  | | | | | | |
| **EDUCATION** | | | | | | |
|  | | | | | | |
| **HIGH SCHOOL** | | | | | | |
|  | | | | | | |
| {{ name\_of\_your\_high\_school }} | | | | | | |
| Name of School | | | | | | |
|  | | | | | | |
| {{saohs}}, {{cohs}}, {{sohs}} {{zcohs}} | | | | | | |
| Address of School | | | | | | |
|  | | | | | | |
| {{date\_of\_leaving}} | | | {{dyghs}} | | | |
| Date of Leaving | | | Did you graduate? | | | |
|  | | | | | | |
| {{hsgrade}} | | | | | | |
| Highest grade of school completed | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **COLLEGE OR UNIVERSITY** | | | |
|  | | | |
| {{name\_of\_college\_\_or\_university\_attended}} | | | |
| Name of School | | | |
|  | | | |
| {{college\_street\_address}}, {{college\_address\_city}}, {{cas}} {{caz}} | | | |
| Address of School | | | |
|  | | | |
|  | {{date\_attended\_from}} | | {{date\_attended\_to}} |
| Dates Attended | From | | To |
|  | | | |
| {{ fccredits}} per {{quarters\_or\_semesters}} | | | |
| Hours Earned Quarter/Semester | | | |
|  | | | |
| {{ year\_awarded}} | | {{ degree\_awarded}} | |
| Degree Year | | Degree Awarded | |
|  | | | |
| {{fcmajor}} | | | |
| Major | | | |
|  | | | |
|  | | | |
| {{scname}} | | | |
| Name of School | | | |
|  | | | |
| {{scaddn}}, {{scaddc}}, {{scadds}} {{scaddz}} | | | |
| Address of School | | | |
|  | | | |
|  | {{scfrom}} | | {{scto}} |
| Dates Attended | From | | To |
|  | | | |
| {{sccredit}} per {{scqos}} | | | |
| Hours Earned Quarter/Semester | | | |
|  | | | |
| {{scawardyear}} | | {{scdegree}} | |
| Degree Year | | Degree Awarded | |
|  | | | |
| {{scmajor}} | | | |
| Major | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **BUSINESS, TRADE, TECHINICAL SCHOOLS AND OTHER TRAINING** | | | | | |
|  | | | | | |
| {{tsname}} | | | | | |
| Name of School | | | | | |
|  | | | | | |
| {{tsadd}}, {{tscity}}, {{tsstate}} {{tszip}} | | | | | |
| Address of School | | | | | |
|  | | | | | |
|  | {{tsfrom}} | {{tsto}} | | {{tshours}} | |
| Dates Attended: | From | To | | Number of Hours per Week | |
|  | | | | | |
| {{tscert}} | | | | | |
| Certificates Received | | | | | |
|  | | | | | |
| {{tssubject}} | | | | | |
| Subject Taken | | | | | |
|  | | | | | |
|  | | | | | |
| **EMPLOYMENT** | | | | | |
|  | | | | | |
| {{e1name }} | | | | | |
| Name of Employing Agency, Company or Institution: | | | | | |
|  | | | | | |
| {{e1add}}, {{e1city}}, {{e1state}} {{e1zip}} | | | | | |
| Address | | | | | |
|  | | | | | |
| {{e1snnt}} | | | | | |
| Name and Title of Immediate Supervisor | | | | | |
|  | | | | | |
| {{e1jt}} | | | | | |
| Your Job Title | | | | | |
|  | | | | | |
| {{e1duties}} | | | | | |
| Description of your duties and responsibilities | | | | | |
|  | | | | | |
|  | | | {{e1from}} | | {{e1to}} |
| Dates Employed | | | From | | To |
|  | | | | | |
| {{e1rfl}} | | | | | |
| Reason for Leaving | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| {{e2cn }} | | | |
| Name of Employing Agency, Company or Institution: | | | |
|  | | | |
| {{e2add}}, {{ e2city}}, {{ e2state}} {{ e2zip}} | | | |
| Address | | | |
|  | | | |
| {{ e2supervisor }} | | | |
| Name and Title of Immediate Supervisor | | | |
|  | | | |
| {{e2jt}} | | | |
| Your Job Title | | | |
|  | | | |
| {{e2duties}} | | | |
| Description of your duties and responsibilities | | | |
|  | | | |
|  | | {{e2from}} | {{e2to}} |
| Dates Employed | | From | To |
|  | | | |
| {{e2rfl}} | | | |
| Reason for Leaving | | | |
|  | | | |
|  | | | |
| **VIOLATIONS OF THE LAW need boxes** | | | |
|  | | | |
| 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 | | | |
|  | | | |
| 1. Have you ever been convicted of an offense against the law while in military service? \_\_\_\_yes \_\_\_\_no | | | |
|  | | | |
| 1. Was 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. Show for each offense the date, charge, place, court, and action taken. Attach extra sheets if necessary. {{offensesconfirmation}} | | | |
|  |  | | |
|  | | | |
|  | | | |

|  |  |
| --- | --- |
| **REFERENCES** | |
|  | |
| Names and addresses of two (2) persons who have knowledge of your character and qualifications and whom we may contact (Not relatives or former employers) | |
|  | |
| {{r1name}} | |
| Name | |
|  | |
| {{r1streetadd}}, {{r1city}}, {{r1state}} {{r1zip\_code}} | |
| Address | |
|  | |
| {{r1number}} | |
| Phone | |
|  | |
| {{r2name}} | |
| Name | |
|  | |
| {{r2streetadd}}, {{r2city}}, {{r2state}} {{r2zip\_code}} | |
| Address | |
|  | |
| {{r2number}} | |
| Phone | |
|  | |
| 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 Paulding County Superior Court to verify any information contained. | |
|  | |
|  | |
| Signature | Date |
|  | |
|  | |
| **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 Paulding Superior Court and attests to such applicant’s good character, honesty and integrity. | |
|  | |
| This \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_. | |
|  | |
|  | |
| Attorney at Law | |
|  | |
| Georgia State Bar Number | |

Attachment Explanation of Offenses Against the Law

{{o1date}} {{o1charge}} in {{o1city}}, {{o1state}}, {{o1court}}

Action Taken: {{o1action}}

{{o2date}} {{o2charge}} in {{o2city}}, {{o2state}}, {{o2court}}

Action Taken: {{o2action}}

{{o3date}} {{o3charge}} in {{o3city}}, {{o3state}}, {{o3court}}

Action Taken: {{o3action}}

{{addoffenses}}