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|  | Office of Court AdministrationBell-Forsyth Judicial Circuit |
| **2020 PROCESS SERVER APPLICATION COVER PAGE AND CHECKLIST** | |
| APPLICATION OVERVIEW AND REQUIREMENTS A completed application packet and all items on the checklist should be submitted to Circuit Court Administrator of the Bell-Forsyth Judicial Circuit. **Please note - in order to be certified, the entire application must be completed.** All requirements must be met on behalf of the applicant, including submitting to a criminal background check. The Court reserves the right to deny the request of any applicant as it deems appropriate in the interest of Forsyth County and the citizens within this jurisdiction. APPLICANT CHECKLIST  * + Completed Forsyth County Superior/State Court 2020 Process Server Application   + Legible copy of valid Georgia Driver’s License   + Copy of valid Birth Certificate (Must be 18 years of age)   + Submittal of name-based criminal background check completed within 2 weeks of application. (Document must bear official stamp or seal.)   + State Bar of Georgia Endorsement   + Signed Process Server Code of Conduct   + Certificate of completion of the Georgia Process Servers 12-Hour Pre-Certification Training   + Certificate of completion of the Georgia Process Servers 5-Hour Continuing Education Course (if applicable.)   + Proof of passing score on the Georgia Certified Process Server State Examination    NOTIFICATION PROCESS Once the 2002 Process Server Application is reviewed and a decision regarding appointment has been made, an email will be sent to the petitioner's attention confirming his or her status as a Process Server. PROCESS SERVER APPOINTMENT TERM If approved, your 2020 Process Server Appointment will remain effective until December 31, 2020. All process  server appointments will be posted on the Office of Court Administration’s website. | |

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|  | | | | | | | | **Superior and State Courts of Forsyth County**  **2020 PROCESS SERVER APPLICATION FORM** | | | | | | |
| **NAME:** {{last\_name}} | | | | | | | | | {{first\_name}} | | | | {{middle\_name}} | |
|  | Last First Middle | | | | | | | | | | | | | |
| **ADDRESS:** {{address\_line\_1}}, {{city}}, {{state}} {{zip\_code}} | | | | | | | | | | | | | | |
| **PREVIOUS ADDRESS: (**If at present address less than 5 years) | | | | | | | | | | | | | | |
| {{ pal1 }}, {{ pac}}, {{ pas}} {{ pazc}} | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| **SOCIAL SECURITY NUMBER:** {{ssn}} | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | |
| **DATE OF BIRTH:** {{date\_of\_birth\_mmddyyyy}} | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | |
| **PLACE OF BIRTH:** {{place\_of\_birth}} | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | |
| **PHONE NUMBERS:** Home {{home\_phone\_number}} | | | | | | | | | | | | Cell {{cell\_phone\_number}} | | |
| EDUCATION: | | | | | | | | | | | | | | |
| **HIGH SCHOOL** | | | | | | | | | | | | | | |
| Name of School: {{ name\_of\_your\_high\_school }} | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | |
| Address of School: {{saohs}}, {{cohs}}, {{sohs}} {{zcohs}} | | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | | |
| Date of Leaving: {{date\_of\_leaving}} | | | | | | | | | | | | Did you graduate: {{dyghs}} | | |
|  | | | | |  | | | | | |  | | |  |
| **COLLEGE OR UNIVERSITY** | | | | | | | | | | | | | | |
| Name of School: {{name\_of\_college\_attended}} | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | |
| Address of School: {{college\_street\_address}}, {{college\_address\_city}}, {{cas}} {{caz}} | | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | | |
| Dates Attended: From {{date\_attended\_from}} To {{date\_attended\_to}} | | | | | | | | | | | | Did you graduate: {{did\_you\_graduate\_college}} | | |
|  | | | | |  | | | | | |  | | |  |
| **EMPLOYMENT RECORD** (List last two employers) | | | | | | | | | | | | | | |
| 1. Employer: {{e1cn }} | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | |
| Address: {{e1street\_address}}, {{e1employers\_\_city}}, {{e1employers\_state}} {{e1employers\_zip\_code}} | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | |
| Name and Title of Immediate Supervisor: {{e1snnt}} | | | | | | | | | | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: {{e1jt}} | | | | | | | | | Dates Employed: From {{e1def}} To {{e1det}} | | | | |
|  | | | |  | | | | |  | | |  | |
| Reason for Leaving: {{e1rfl}} | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | |
| 1. Employer: {{e2cn }} | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Address: {{e2street\_address}}, {{e2employers\_\_city}}, {{e2employers\_state}} {{e2employers\_zip\_code}} | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | |
| Name and Title of Immediate Supervisor: {{e2snnt}} | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | |
| Job Title: {{e2jt}} | | | | | | | | | Dates Employed: From {{e2def}} To {{e2det}} | | | | |
|  | | | |  | | | | |  | | |  | |
| Reason for Leaving: {{e2rfl}} | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | |
| Name and addresses of three people who have knowledge of your character and qualifications and whom we may contact. (Not relatives or former employees) | | | | | | | | | | | | | |
| 1. Name: {{r1name}} | | | | | | | | | | Contact number: {{r1number}} | | | |
|  |  | | | | | | |  | | | | |  |
| Address: {{r1streetadd}}, {{r1city}}, {{r1state}} {{r1zip\_code}} | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | |
| Relationship: {{r1relationship}} | | | | | | | | | | Years Known: {{r1yk}} | | | |
|  | | | | |  | | |  | | |  | | |
| 1. Name: {{r2name}} | | | | | | | | | | Contact number: {{r2number}} | | | |
|  |  | | | | | | |  | | | | |  |
| Address: {{r2streetadd}}, {{r2city}}, {{r2state}} {{r2zip\_code}} | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | |
| Relationship: {{r2relationship}} | | | | | | | | | | Years Known: {{r2yk}} | | | |
|  | | | | |  | | |  | | |  | | |
| 1. Name: {{r3name}} | | | | | | | | | | Contact number: {{r3number}} | | | |
|  |  | | | | | | |  | | | | |  |
| Address: {{r3streetadd}}, {{r3city}}, {{r3state}} {{r3zip\_code}} | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | |
| Relationship: {{r3relationship}} | | | | | | | | | | Years Known: {{r3yk}} | | | |
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| **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, and Driving While Unlicensed/License Suspended. | | | | | | | | | | | | | |
| Have you been convicted of an offense against the law? | | | | | | | | | | {{oatl}} | | | |
| Have you ever been convicted of an offense  against the law while in military service? | | | | | | | | | | {{moatl}} | | | |

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| Are you currently serving any sentence as a first offender or conditional discharge? | | | | {{conddis}} | | | |
| If the answer to any of the above is “YES”, give details below, or attach a separate sheet as necessary. For each  offense, please give the date, charge, place, court, and action taken. | | | | | | | |
|  | | {{loexplanations}} | | | | |  |
|  | |  | | | | |  |
| **PROFESSIONAL LICENSES**  List all professional licenses now or ever held to include the name of the organization, dates of licensure, and any disciplinary proceedings: | | | | | | | |
|  | | {{list\_all\_professional\_licenses\_now\_or\_ever\_held\_to\_include\_the\_name\_of\_the\_organization\_dates\_of\_licensure\_and\_any\_disciplinary\_proceedings}} | | | | |  |
| **ADDITIONAL INFORMATION** | | | | | | | |
| Are you a current or previous Forsyth County employee? | | | | {{forsythemployment}} | | | |
| Are you a current or previous employee of the Forsyth Superior, State, Magistrate, Juvenile, or Probate Courts? | | | | | | | |
| {{forsythcourtemployment}} | | | | | | | |
| In what other Georgia counties have you been approved to serve? | | | | | | | |
|  | | {{court\_1}}, {{court\_2}}, {{court\_3}}, {{court\_4}}, {{addcourts}} | | | | |  |
| **CERTIFICATION** | | | | | | | |
| I certify that all information given in this application is true and correct to the best of my knowledge and belief. I hereby authorize the Bell-Forsyth Judicial Circuit Office of Court Administration to verify any information contained in this application or supporting 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. | | | | | | | |
| This day of 20 , | | | | | | | |
|  |  | |  | |  |  | |
| Signature of Applicant | | | | NOTARY PUBLIC | | | |
| {{first\_name}} {{middle\_name}} {{last\_name}} | | | | My Commission Expires: | | | |
| Print Full Name of Applicant | | | | | | | |

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|  | Office of Court AdministrationBell-Forsyth Judicial Circuit |
| **2020 State Bar of Georgia Endorsement** | |
| The undersigned member in good standing of the State Bar of Georgia hereby endorses the applicant, {{first\_name}} {{middle\_name}} {{last\_name}}, to be appointed as a process server of the Superior Court of Forsyth County and attests to such applicant’s good character, honesty, and integrity. | |
| This day of , 20 . | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Attorney at Law | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Printed Name | |
| Georgia State Bar Number | |

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|  | Office of Court Administration  Bell-Forsyth Judicial Circuit | | |  | |
| **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, the Bell-Forsyth Judicial Circuit has adopted this Statement of Policy.  It is the policy of the Bell-Forsyth Judicial Circuit 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 parties. 2. Process servers shall refrain from using threatening or vulgar language while serving process. 3. Process servers shall 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. 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 Policy Regarding Conduct of Process Servers, and I agree to comply with the specific rules as well as the general intent of the statement. I understand that a violation of these rules can lead to my removal from the list of Process Servers for the Bell-Forsyth Judicial Circuit. | | | | | |
| Signature | |  | Date | |  |
| {{first\_name}} {{middle\_name}} {{last\_name}}, | | | | | |
| Printed Name | | | | | |

Attachment Explanation of Offenses Against the Law

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