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| APPLICATION FOR PERMANENT PROCESS SERVER  FOR THE MAGISTRATE COURT OF GWINNETT COUNTY |
| Only one Applicant per Application. All additional required information must be attached separately for the application to be considered complete. Incomplete Applications will not be considered. |
| Date submitted: |
| Section A: IDENTIFYING INFORMATION |
| |  |  | | --- | --- | | Full Name: | {{first\_name}} {{middle\_name}} {{last\_name}} | | Home Address: | {{address\_line\_1}}, {{address\_line\_2}}  {{city}}, {{state}} {{zip\_code}} | | Home Phone: | {{home\_phone\_number}} | | Cell Phone: | {{cell\_phone\_number}} | | Email Address: | {{email}} | | Age and DOB: | {{date\_of\_birth\_mmddyyyy}}, {{age}} years of age | | Are you a U. S. citizen?: | {{are\_you\_a\_us\_citizen}} | |
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| |  |  | | --- | --- | | Complete Business Name: | {{process\_service\_company\_name\_\_to\_be\_posted\_website\_optional}} | | Business Address: | {{company\_address\_line\_1}}  {{company\_address\_line\_2}}  {{company\_address\_\_city}}  {{company\_address\_\_state}} {{company\_address\_\_zip}} | | Business Phone: | {{company\_phone\_number}} | | Business Fax: | {{company\_fax\_number}} | | Business Cell Phone: | {{company\_cell\_number}} | | Business Email Address: | {{business\_email}} | |
| **PLEASE ATTACH A COPY OF YOUR DRIVER’S LICENSE.** |

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| **Section B:** | | **QUALIFICATIONS** |
| 1. List the Court(s) in which you are currently appointed to serve process and your years of experience. Also indicate whether you have been appointed as a permanent process server. | | |
|  | |  |  |  | | --- | --- | --- | | Appointing Court | Permanent (Y/N) | Years of experience | | {{list\_up\_to\_4\_courts\_where\_you\_currently\_hold\_appointment\_court\_1}} | {{is\_your\_appointment\_in\_court\_1\_permanent}} | {{court\_1\_years\_of\_experience}} | | {{court\_2}} | {{is\_your\_appointment\_in\_court\_2\_permanent}} | {{court\_2\_years\_of\_experience}} | | {{court\_3}} | {{is\_your\_appointment\_in\_court\_3\_permanent}} | {{court\_3\_years\_of\_experience}} | | {{court\_4}} | {{is\_your\_appointment\_in\_court\_4\_permanent}} | {{court\_4\_years\_of\_experience}} | | |
| PLEASE ATTACH COPIES OF YOUR APPOINTMENT ORDERS. | | |
| 1. Please list law firm references. | | |
|  | |  |  | | --- | --- | | Name of Law Firm | Contact person and phone number | | {{list\_up\_to\_four\_law\_firm\_references\_firm\_1}} | {{contact\_person}}, {{phone\_number}} | | {{firm\_2}} | {{contact\_person2}}, {{phone\_number2**}}** | | {{firm\_3}} | {{contact\_person3}}, {{phone\_number3}} | | {{firm\_4}} | {{contact\_person4}}, {{phone\_number4}} | | |
| 1. Has your authorization to serve process ever been revoked by any Court? If so, explain.{{ has\_your\_authorization\_to\_serve\_process\_ever\_been\_revoked\_by\_any\_court\_ }}; {{ if\_so\_explain }} | | |
| 1. Are you a licensed private investigator? If so, please provide a copy of your license.{{ are\_you\_a\_licensed\_private\_investigator\_ }} | | |
| 1. Do you have any prior law enforcement experience? If so, please explain. {{ do\_you\_have\_any\_prior\_law\_enforcement\_experience }}; {{ if\_so\_please\_explain }} | | |
| 1. Are you a Georgia Certified Process Server? If so, please attach a copy of your certificate. {{ are\_you\_a\_georgia\_certified\_process\_server }} | | |

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| Section C: EDUCATION | | |
| **HIGH SCHOOL** | | |
|  | |  |  |  |  | | --- | --- | --- | --- | | Name of High School | {{ name\_of\_your\_high\_school }} | | | | Did you Graduate? | Circle one: | {{ did\_you\_graduate\_from\_high\_school }} | If yes, provide date: {{ if\_yes\_provide\_your\_date\_of\_graduation }} | | Highest Grade Completed: | {{ highest\_grade\_completed}} | | | | |
| **COLLEGE OR UNIVERSITY** | | |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name of College | {{ name\_of\_college\_attended }} | | | | | Dates Attended | FROM {{ date\_attended\_from }} | | | TO {{ date\_attended\_to }} | | Did you Graduate? | Circle one: {{ did\_you\_graduate\_college }} | Yes | No | If so, provide date: {{ if\_so\_provide\_the\_date\_of\_graduation }} | |  | Degree: {{ degree\_awarded }} | | | | |  | Major: {{ major }} | | | | | |
| **BUSINESS, TRADE, TECHNICAL SCHOOLS AND OTHER TRAINING** | | |
|  | |  |  |  | | --- | --- | --- | | Name of School | {{ name\_of\_business\_trade\_or\_technical\_school\_attended }} | | | Dates Attended | FROM {{ date\_attended\_from\_ts }} | TO {{ date\_attended\_to\_ts }} | | Certificate(s) Received | {{ certificates\_awarded }} | | | |
| **Section D:** | | **RECENT EMPLOYMENT HISTORY (Other than Private Process Server Appointments)** |
|  | |  |  |  | | --- | --- | --- | | Name of Employer : | {{recent\_employment\_history\_\_name\_of\_past\_employer}} | | | Address: | {{ e\_street\_address}}, {{ e\_city}}, {{ e\_state}} {{ e\_zipcode}} | | | Your Job Title: | {{ your\_job\_title}} | | | Dates Employed: | FROM: {{ date\_employed\_from}} | TO:{{ date\_employed\_to}} | | Reason for Leaving: | {{ reason\_for\_leaving}} | | | |

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| Section E: COMPLIANCE WITH LAW AND COURT RULES |
| * 1. Do you understand and agree to abide by all Court rules and applicable laws, particularly Georgia=s Civil Practice Act as it applies to the service of process and O.C.G.A. 15-10-43(b)?   **{{OCGA}}**   * 1. Do you understand that your appointment to serve process can be revoked by the Court at any time for any reason?   **{{ possibility\_of\_revocation}}**   * 1. Do you understand and agree to timely update your contact information with the Court as it may change?   **{{ contactinfoupdate}}**   * 1. Do you understand that when serving process for this Court you must file an affidavit of service which substantially complies with the format set out by the Gwinnett County Magistrate Court?   **{{ file\_affi}}**   * 1. Do you understand and agree that you may not serve process on any entity of which you are an employee, officer, or shareholder and that you may not serve process on any person to whom you are related by blood or marriage, nor may you serve process in any case or controversy in which you have an interest?   **{{ no\_conflict\_of\_interest}}**   * 1. Do you understand that if approved as a permanent process server it will actually be for a limited term and that your authority to serve process for this Court will terminate on the date set forth as the end of your appointment?   **{{ limited\_term}}**   * 1. Do understand that False Statements and Writings (O.C.G.A. '16-10-20) as well as False Swearing (O.C.G.A. '16-10-71) are each crimes under Georgia law? **{{ false\_state}}** |
| Section F: VIOLATIONS OF THE LAW |
| 1. Have you ever been arrested, charged, or held by federal, state or other law-enforcement authorities for violation of any federal law, state law, county or municipal law, regulation or ordinance? If so, please give details. (Do not include traffic violations for which a fine of  $100.00 or less was imposed.) **{{ gwinnettlegal}}; {{ if\_so\_please\_give\_details}}** |
| **PLEASE ATTACH A COPY OF YOUR CRIMINAL HISTORY** |

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| Section G: CERTIFICATION | |
| I certify under penalty of perjury that the answers and responses set forth in this Application are true and correct to the best of my knowledge. I understand that any false statement or information provided on this Application may result in the immediate termination of my appointment. | |
| Submitted this day of , 20 . | |
|  | {{first\_name}} {{middle\_name}} {{last\_name}} |
|  | [PRINT NAME] |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | [SIGNATURE] |
| Section H: ENDORSEMENT BY MEMBER OF THE GEORGIA BAR | |
| The undersigned member in good standing of the State Bar Georgia hereby endorses  {{first\_name}} {{middle\_name}} {{last\_name}} to be appointed as a permanent process server of the Gwinnett Magistrate Court and attests to such applicant’s good character, honesty and integrity. | |
| This day of , 20 | |
|  | {{first\_name}} {{middle\_name}} {{last\_name}} |
|  | [PRINT NAME] |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | [SIGNATURE]  Attorney at Law |
|  | Georgia State Bar # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Please attach the Attorney’s Business Card hereto. | |