

# STATE AND SUPERIOR COURTS OF CLAYTON COUNTY

## Permanent Process Server Application

*Harold R. Banke Justice Center ~ 9151 Tara Boulevard, Suite 3CA01~ Jonesboro, Georgia 30236*

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### **APPLICATION OVERVIEW AND REQUIREMENTS:**

**Effective October 1, 2012** Clayton County State and Superior Courts adopted the 2010 Legislative Session, Senate Bill 491 passed establishing that all Process Servers serving in the State of Georgia must become certified. Clayton County State and Superior Courts will now require all appointed Process Servers to complete the State course and certification process.

A completed application packet and all items on the checklist should be submitted to the State and Superior Courts of Clayton County to ensure certification in a timely manner. **If you are applying for renewal of previous appointment, the application must be completed in its entirety. (If you have the 12 hour training course and State certification, attach a copy with your application).** The Courts will review all information submitted for approval and an Order bearing the signatures will establish all official appointments. Upon approval, applicants will receive correspondence indicating his or her appointment status as a permanent process server for the Clayton County State and Superior Courts. All requirements must be met on behalf of the applicant, including submission of a criminal background check. ***The Court reserves the right to deny the request of any applicant as it deems appropriate in the interest of the State and Superior Courts of Clayton County and the citizens within this jurisdiction. All selected appointments are final once Orders have been signed; there is no appeal process.***

### **APPLICANT CHECKLIST:**

- Must submit an application for review or renewal.
- Must be 18 years of age.
- Must submit a recent (no more than 3 months prior to the date on the application) criminal background check.
- Must not have committed any domestic, serious misdemeanors or felony criminal offenses and, no more than two (2) DUIs.
- Must attest that he/she does not suffer from any debilitating mental or legal disability that would impede appointment. (Notarized affidavit).
- Endorser must be of good character and/or in good standing with the Georgia Bar. (Bar number required).
- Copy of Completion of 12-hour Training course, copy of State Certification.
- Must be registered with the Georgia Sheriff's Association.
- Applications with changed or adjusted verbiage and/or format to the online application will not be accepted.

Revised June 2021

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**NOTIFICATION PROCESS:**

Once the information is reviewed and a decision regarding appointment has been made, a letter will be forwarded to the petitioner's attention confirming his or her status as a Permanent Process Server. The designated status will remain effective through December of the official year of appointment, or until the new Order is filed.

**APPLICATION SUBMISSION:**

Applications and supporting documents should be mailed or hand delivered to:

**Superior and State Court Administration**  
Attention: Permanent Process Server Review Panel  
9151 Tara Boulevard, Suite 3CA01  
Jonesboro, Georgia 30236

If you have any questions, please do not hesitate to contact Court Administration at (770)477-3415.

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**New**

**Renewal**

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**ARE YOU APPLYING TO BE A PROCESS SERVER FOR:  
STATE \_\_\_\_\_ SUPERIOR \_\_\_\_\_ BOTH \_\_\_\_\_**

**PLEASE TYPE OR PRINT IN BLACK INK**

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

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

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

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

**TELEPHONE:** Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

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

**EDUCATION:**

**HIGH SCHOOL**

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

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

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

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: \_\_\_\_\_

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**EMPLOYMENT RECORD:**

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

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

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

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

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

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

**ADDITIONAL EMPLOYMENT HISTORY**

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

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

**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. Give all pertinent facts so that a decision can be made. In answering these items, you may omit minor traffic violations.

- 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
- d. Have you ever been charged with a felony or misdemeanor where disposition was a conviction, a plea of nolo contendere (no contest), or first offender treatment?  
\_\_\_\_\_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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**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 Clayton County State and Superior Courts to verify any information contained in this application or supporting supplements to this document. I understand the State and Superior Courts have the **DISCRETION TO WITHHOLD OR REVOKE CERTIFICATION OF A PROCESS SERVER EVEN WHEN ADJUDICATION HAS BEEN WITHHELD, BASED ON THE NATURE OF THE OFFENSE.**

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 Clayton County State and Superior Courts and attests to such applicant's good character, honesty and integrity.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Attorney at Law (Print Name)

\_\_\_\_\_  
Attorney at Law (Signature)

Georgia State Bar Number \_\_\_\_\_

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**AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, residing at \_\_\_\_\_

\_\_\_\_\_ do hereby swear under penalty that:

1. I am over 18 years of age and competent enough to testify of my own knowledge of the facts stated herein.
2. All the facts stated by me herein are true, correct and completed to the best of my knowledge and understanding.

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Affiant

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Before me, the undersigned authority in and for \_\_\_\_\_ County and  
\_\_\_\_\_ State personally appeared \_\_\_\_\_ (affiant) who is known  
to me and who swore to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

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**STATEMENT OF POLICY  
REGARDING THE CONDUCT OF PERMANENT PROCESS SERVERS**

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 Clayton County State and Superior Courts have adopted this Statement of Policy.

It is the policy of the Clayton County State and Superior Courts that Permanent 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 Permanent 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 Statement of Policy Regarding Conduct of Permanent 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 Permanent Process Servers for Clayton County State and Superior Courts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date