

## **PROCESS SERVER APPLICATION**

1. Name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

2. Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Work Telephone ( ) \_\_\_\_\_ 4. Alternate Telephone ( ) \_\_\_\_\_

5. Date of Birth \_\_\_\_\_ 6. Email Address \_\_\_\_\_

7. Driver's License Number \_\_\_\_\_ Issuing State: \_\_\_\_\_

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8. Have you been disciplined by any state, national or federal licensing agency or authority which regulates any profession? Yes \_\_\_ No \_\_\_ *(If yes, please attach an explanation)*

I hereby swear that all information I have provided on this application and any attached explanations and accompanying forms are true, complete and correct. I understand that any information provided by me that the certifying entity finds to be false, incomplete or misrepresented in any respect are grounds for denial of an appointment and, if discovered after appointment, are grounds for disciplinary actions, including revocation of my appointment.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Attachments Required by Chief Judge Courtney L. Johnson**

- Completed Affidavit for Appointment of Permanent Process Server
- Copy of applicant's birth certificate
- Proof of criminal background check
- Certificate of completion of 12 hour pre-certification training

**IN THE SUPERIOR COURT OF DEKALB COUNTY  
STATE OF GEORGIA**

IN RE: Application for Appointment as : Civil Action File  
Permanent Process Server pursuant to : No. 17CV1025  
O.C.G.A. § 9-11-4 (c) (1993). :

**AFFIDAVIT OF COMPLIANCE OF APPLICANT FOR APPOINTMENT  
AS A PERMANENT PROCESS SERVER**

Personally appeared before me, the undersigned officer duly appointed to administer oaths,  
\_\_\_\_\_, [insert full legal name of applicant - please print legibly] who, being duly sworn,  
states and avers as follows:

1.

My full legal name is \_\_\_\_\_.[insert full legal name of applicant - please print legibly]

2.

I am not suffering under any legal or mental disability and this affidavit is based upon my personal knowledge.

3.

I am a citizen of the United States of America and am of the age of majority (eighteen years of age or older).

4.

I have satisfied the requirements of O.C.G.A. § 9-11-4(c).

5.

I submit this affidavit in support of my application to be appointed as a “permanent” process server for the Stone Mountain Judicial Circuit and swear that the above statements are true under oath and penalty of perjury.

6.

If my application for appointment is granted I acknowledge that I **CANNOT** serve process in any case in which I am a party and understand that my appointment expires on December 31, 2017.

This the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

Sworn and Subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_  
[Signature of applicant]

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

\_\_\_\_\_  
[Print full legal name of applicant]

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

Applicant’s address and daytime telephone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_