

IN THE STATE COURT OF HENRY COUNTY

STATE OF GEORGIA

IN RE: APPOINTMENT AS PERMANENT )  
PROCESS SERVER OF )  
**ENTER YOUR FULL NAME** )  
PURSUANT TO O.C.G.A. SECTION )  
9-11-4(c) )

**ORDER APPOINTING PERMANENT PROCESS SERVER**

The foregoing Motion having been read and considered, it is hereby ORDERED that **ENTER YOUR FULL NAME** be appointed as permanent process server for the Henry County State Court pursuant to O.C.G.A. Section 9-11-4(c).

The appointment shall be effective from the date of this Order to the date of expiration of Applicant's current certification as a process server through the Georgia Administrative Office of the Courts, which is \_\_\_\_\_, unless sooner revoked for cause shown.

**SO ORDERED**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
BEN W. STUDDARD  
Chief Judge



# STATE COURT OF HENRY COUNTY

ONE JUDICIAL CENTER, 44 JOHN FRANK WARD BLVD., SUITE 210, MCDONOUGH, GA 30253

## **Permanent Process Server Application**

### **Application Overview and Requirements**

A completed application packet and all items on the checklist should be submitted to the State Court of Henry County to ensure certification in a timely manner. If you are **applying for renewal of previous appointment, the entire application must be completed**. The Court will review all information submitted for approval and an order bearing the Chief Judge's signature will establish all official appointments. All requirements must be met on behalf of the applicant, including submission of an **original** criminal background check. The Court reserves the right to deny the request of any applicant as it deems appropriate in the interest of the Court and litigants.

### **Applicant Checklist**

- Must submit an application for review or renewal with required filing fee
- Must be a minimum of 18 years of age and a United States Citizen
- Must be a certified process server through the Georgia Administrative Office of the Courts (AOC)
- Must submit an original recent criminal background check [within one year of application]
- Must not have committed any serious criminal offenses
- Must attest that he/she does not suffer from any debilitating mental or legal disability that would impede appointment

### **Notification Process**

Once the information is reviewed and a decision regarding appointment has been made, a copy of the Order 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 the Applicant's current certification as a process server through AOC. Timely renewal is the sole responsibility of the applicant. No reminders will be sent.

### **Application Submission**

Application packets and other requested information (**self-addressed stamped envelope**) should be mailed to:

State Court Clerk's Office  
State Court of Henry County  
One Judicial Center, Suite 120  
McDonough, GA 30253

If you have any questions, please contact us at [770] 288-7800.



**PERMANENT PROCESS SERVER APPLICATION**  
 STATE COURT OF HENRY COUNTY  
 ONE JUDICIAL CENTER, SUITE 120, McDonough, GA 30253  
 770-288-7800 <http://www.co.henry.ga.us/StateCourt/>

**CERTIFIED AS A PROCESS SERVER THROUGH GEORGIA ADMINISTRATIVE OFFICE OF THE COURTS (“AOC”) FOR WHAT PERIOD?**

**PERSONAL DATA**

Name (Last)		(First)	(Middle)
Address: (Street)		(City)	(State) (Zip)
Home Telephone:	Other Phone:	Email Address:	
Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you a citizen of the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	

**EXPERIENCE SERVING PROCESS**

Describe your past process serving experience and training.

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How long have you been certified to serve process through AOC? **ATTACH A COPY OF YOUR CURRENT CERTIFICATION.**

**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 , DRIVING WHILE UNLICENSED / LICENSES SUSPENDED .**

Have you ever been convicted of a felony?	Have you ever been convicted of an offense against the law while in military service?
Are you currently serving any sentence as a first offender or conditional discharge?	
If the answer to any of the above items is “YES”, give details below, or attach a separate sheet as necessary. For each offense, please show the date, charge, place, court, and action taken.	

**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 Henry County State Court to verify any information contained in this application or supporting supplements to this document. I understand that the State 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.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MAIL YOUR APPLICATION AND OTHER REQUESTED INFORMATION TO

**STATE COURT CLERK’S OFFICE, STATE COURT OF HENRY COUNTY  
 ONE JUDICIAL CENTER, SUITE 120, MCDONOUGH, GA 30253**



# STATE COURT OF HENRY COUNTY

ONE JUDICIAL CENTER, 44 JOHN FRANK WARD BLVD., SUITE 120, MCDONOUGH, GA 30253

## 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 Henry County State Court has adopted this Statement of Policy.

It is the policy of the Henry County State Court 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 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 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 Henry County State Court.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

IN THE STATE COURT OF HENRY COUNTY

STATE OF GEORGIA

IN RE: APPLICATION OF )  
APPLICANT'S NAME )  
FOR APPOINTMENT AS )  
PERMANENT PROCESS SERVER )  
PURSUANT TO O.C.G.A. SECTION )  
9-11-4(c) )

COMES NOW APPLICANT'S NAME, and files this Motion for Appointment as Permanent Process Server, pursuant to the Official Code of Georgia Annotated, Section 9-11-14(c) and hereby petitions this Court authorizing APPLICANT'S NAME to serve Summons, Complaints, and other process in all actions within the jurisdiction of this Court and until further order of this Court. In support of this application, Applicant shows that Applicant has been certified to serve civil process by the Georgia Administrative Office of the Courts until \_\_\_\_\_; is a United States citizen, at least 18 years old; and has completed the application attached hereto.

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

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

Applicant's mailing address  
and telephone number:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_