

**Petition for Appointment as Process Server
in the State Court of Bibb County**

To be appointed as a permanent¹ process server pursuant to O.C.G.A. §9-11-4(c)(4) in the State Court of Bibb County, a Petition for Appointment must be filed in the State Court of Bibb County. An incomplete Petition will not be considered. The Court will review the Petition, and if granted, the Court will issue an order appointing the process server for a period of three years.

The Court reserves the right to deny any application and to rescind appointment of any process server, as the Court deems appropriate.

Petitioner Checklist:

- Petitioner must:
 - Be 18 years of age;
 - Be a citizen of the United States;
 - Not have been convicted of or entered a plea of guilty or *nolo contendere* to, have a pending first offender or conditional discharge adjudication for, or have a pending charge for a felony, impersonating a peace officer or other public employee, a crime involving domestic violence, a crime of moral turpitude, or a “serious traffic offense,” as defined in O.C.G.A. §40-6-390 et seq.
- Petitioner must submit a notarized Petition for Appointment. (Attached).
- Petitioner must consent to a criminal background check.
- Petitioner must provide proof of one of the following:
 - Current Certification by a Sheriff from any county in Georgia in compliance with the Rules and Regulations for Certified Process Server Program of the Administrative Office of the Courts for the Judicial Council of Georgia; or
 - Certification of successful completion of the Georgia Certified Process Server Exam as detailed in Article 6 of the Rules and Regulations for Certified Process Server Program of the Administrative Office of the Courts for the Judicial Council of Georgia and, if completed more than one year before the Petition, proof of completion of 5-hours of Continuing Education, per year; or
 - Proof of a current license as a Private Detective issued by the Georgia Secretary of State.
- Petitioner must pay the standard filing fee for a civil action.

Petitions should be eFiled as a new civil action in the State Court of Bibb County, with the supporting documentation attached as an exhibit.

¹ “Permanent” refers to a continuing status as a process server for all civil cases in the Court. It does not create an indefinite appointment.

**IN THE STATE COURT OF BIBB COUNTY
STATE OF GEORGIA**

In Re:

(Name of Petitioner)

**Petition for Appointment as Process Server
Pursuant to O.C.G.A. § 9-11-4(c).**

1. Name: _____ 2. Date of Birth: ___/___/___
(First) (Middle) (Last)
3. Address: _____ City: _____ State: _____ Zip: _____
4. Primary Telephone: (____) _____ 5. Email address: _____
5. Have you ever been convicted of an offense against the law (exclude minor traffic violations)?
____ Yes ____ No If "yes," please provide additional details:

I hereby certify, under oath:

1. All information provided in this Petition is true and correct.
2. I am 18 years of age or older, and I am not suffering under any legal or mental disability.
3. I am a citizen of the United States of America.
4. I will not serve papers or process in cases where I have a financial or personal interest in the outcome or where a person to whom I am related by blood or marriage has such an interest.
5. I will eFile my affidavits showing proof of service with the Court.
6. I acknowledge attempts to serve process after the expiration of my appointment may be ineffective.
7. I authorize the State Court of Bibb County to check my criminal history through the Georgia Criminal Information Center (GCIC). In the event an adverse decision is made based on my criminal history, the State Court shall inform me of all information pertinent to that decision and the effect the record had upon that decision.

Initial: _____

Signed this _____ day of _____, 20____.

(Signature of Petitioner)

Sworn and Subscribed before me this ___ day
of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

IN THE STATE COURT OF BIBB COUNTY
STATE OF GEORGIA

In Re:

(Name of Petitioner)

Petition for Appointment as Process Server
Pursuant to O.C.G.A. § 9-11-4(c).

Order Appointing Process Server for Three Years

Having read and considered the sworn Petition for Appointment as Process Server,
IT IS HEREBY ORDERED that the Petition is GRANTED.

_____ is hereby appointed as a process server for the
State Court of Bibb County pursuant to O.C.G.A. §9-11-4(c). This appointment is effective for
three calendar years from the entry of this Order, unless sooner revoked.

SO ORDERED this _____ day of _____, 20_____.

Jeff Hanson, Chief Judge
State Court of Bibb County