

CIVIL PROCESS SERVER APPLICATION PROCESS

Filing Fee: \$218 (Individual application each person)

Renewal: \$218

1. Complete the application.
2. Take to the 3rd floor Bailiff Booth
3. Ask for the PRESIDING Judge
4. The Judge will review the application and if the order is signed, then bring the application to:

Bibb Superior Court Clerk's Office, Room 216 with the filing fee.

NOTE: WE MUST RECEIVE THE ORIGINAL APPLICATION

Acceptable forms of payment:

- Cash (no \$100 bills)
- Debit/Credit Card
- Certified Check OR Money Order
- Business Check

***NO PERSONAL CHECKS**

Note: Always check with Bibb Superior Court Clerk's Office for the filing fee which changes periodically.

IN THE SUPERIOR COURT OF BIBB COUNTY

STATE OF GEORGIA

IN RE: PETITION FOR APPOINTMENT OF PROCESS SERVER

CIVIL ACTION: _____

ORDER

_____ has petitioned this court under O.C.G.A. 9-11-4(c) to be appointed as a Process Server for the Superior Court of Bibb County, Macon Georgia, for the counties of Bibb, Peach, and Crawford for the period of one year. It appears to the Court that _____ meets the requirements of law and that the petition should be granted in the premises.

WHEREFORE IT IS ORDERED that _____ is appointed as Process Server for the Superior Court of Bibb County, Macon Georgia for the period of one year.

IT IS FURTHER ORDERED that this petition shall be filed and recorded by the Clerk of Bibb County, Georgia, Superior Court and that _____ is thereby authorized to serve process for the Superior Court of Bibb County, Georgia for the counties of Bibb, Peach, and Crawford.

SO ORDERED this _____ day of _____, 20____.

Judge
BIBB COUNTY, SUPERIOR COURT

STATE OF GEORGIA

IN THE SUPERIOR COURT OF BIBB COUNTY
AFFIDAVIT ACCOMPANYING PETITION FOR APPOINTMENT AS PROCESS
SERVER PURSUANT TO O.C.G.A. §9-11-4(c)

CIVIL ACTION: _____

I, the undersigned petitioner, swear or affirm the following statements are true and correct to the best of my ability and knowledge, and further that I will inform the Court, in writing and within thirty (30) days, of any event or happening that would result in any of the following statements becoming no longer true or accurate as applied to me.

1. I am a resident of _____ County, Georgia.
2. I am over eighteen (18) years old.
3. I am a citizen of the United States of America.
4. I will not serve process in any case in which I have financial, legal, personal, or other interest.
5. I am sponsored by a licensed attorney who is in good standing with the Georgia Bar Association.
6. Pursuant to #5 above, please provide the attorney's name and bar number:

7. I do not have a criminal record/conviction in: (a) the State of Georgia, (b) any other state, or (c) the federal courts of the United States.
8. I have never been arrested for a felony crime: (A felony crime is a crime that is punishable by more than one year in prison).
9. I have provided for the Court, and attached to this affidavit, two (2) character affidavits from individuals that: (a) have known me for longer than two (2) years and (b) are not related to me by blood or marriage.
10. I will faithfully and dutifully serve process as authorized by this Court, to the best of my ability, without violating the laws, peace, or dignity of the State of Georgia.

PETITIONER/AFFIANT

Sworn to and Subscribed before me, this

_____ day of _____, 20_____.

NOTARY SIGNATURE AND SEAL REQUIRED

My commission expires: _____

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

**CHARACTER AFFIDAVIT ACCOMPANYING PETITION FOR APPOINTMENT AS
PROCESS SERVER PURSUANT TO O.C.G.A. §9-11-4(c)**

I, the undersigned, swear that I have known _____ for over two (2) years. I know him/her to be a resident of _____ County, Georgia, over eighteen (18) years old and a citizen of the United States of America. We are not related by blood or marriage. I can attest that he/she is a person of good moral character and integrity with no criminal record.

Print Name: _____

Address: _____

Phone No.: (____) _____

Email address: _____

Signature: _____ On
the _____ day of _____, 20____.

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

NOTARY SIGNATURE AND SEAL REQUIRED My
commission expires: _____
STATE OF GEORGIA

CHARACTER AFFIDAVIT ACCOMPANYING PETITION FOR APPOINTMENT AS
PROCESS SERVER PURSUANT TO O.C.G.A. §9-11-4(c)

IN THE SUPERIOR COURT OF BIBB COUNTY

I, the undersigned, swear that I have known
_____ for over two (2) years. I know him/her to
be a resident of _____ County, Georgia, over eighteen (18) years
old and a citizen of the United States of America. We are not related by blood or marriage.
I can attest that he/she is a person of good moral character and integrity with no criminal
record.

Print Name: _____

Address: _____

Phone No.: () _____

Email address: _____

Signature: _____ On

the _____ day of _____, 20_____.

Sworn to and Subscribed before me, this

_____ day of _____, 20_____.

NOTARY SIGNATURE AND SEAL REQUIRED My
commission expires: _____

SUPERIOR COURT OF BIBB COUNTY
PARTIES INFORMATION SHEET
TO BE FILED WITH COMPLAINT/PETITION

Plaintiff's Contact Information:

Plaintiff's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____

Cell Phone Number: _____

Email Address: _____

OTHER Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____

Cell Phone Number: _____

Email Address: _____

eFile Registration & Quick Tips

Register to eFile at: <https://efilega.tylertech.cloud>

- Email: _____
- Address: _____
Address: _____
- Phone #: _____
- Password: Abcd1234
- Click on link sent to your email to activate your account.
- Separate, scan, and save your documents to your computer.
- Visit efilega.tylertech.cloud to start filing your case.

- File your case. For assistance visit: odysseyfileandservecloud.zendesk.com/hc/en-us

- All communication about your case will come to the email you provided above. You must file a 'Notice of Address Change' form with the Clerk's Office if you need to update your address or email.
- To view your case, visit <https://researchga.tylerhost.net>. You will log-in using the same email and password you use for eFileGA.

Envelope # _____ Case # _____ (assigned when case is accepted)

- **Cases filed with Poverty Affidavit:** You must wait until the Judge makes a decision on your Poverty Order before moving on to the next steps. If your order is denied, you must pay the filing fee of \$ _____ to proceed with your case. If your Poverty Affidavit is accepted, please proceed to one of the below next steps that apply to the type of case you filed.
- **Cases filed with an agreement:** File your *Request Letter* 46 days after you receive notice that your case has been ACCEPTED. Notification will be sent to you via email.
- **Cases filed with Sheriff Service:** File your *Request Letter* 46 days after Defendant has been served. You will receive email notification once the Defendant has been served with the email that you have on file.
- **Adult Name Change:** From your email, print the electronic filed-stamped *Notice of Name Change to The Telegraph*. After your case is done running in the paper, request the *Publisher's Affidavit* from the Telegraph and eFile it into your case. File your *Request Letter* after you file the Publisher's Affidavit.
- **Minor Name Change:** File the *Request Letter* after you receive notice that your *Publisher's Affidavit* is on file.

Clerk Assisted: _____

Date: _____