

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

APPLICATION FOR APPOINTMENT OF CIVIL PROCESS SERVER

FILING FEE INFORMATION

- **Fee Amount: \$218** *(Note: Please check with the Bibb Superior Court Clerk's Office to verify the filing fee, as fees change periodically.)*
- **Acceptable Forms of Payment:**
 - Cash *(No \$100 bills accepted)*
 - Debit or Credit Card *(Subject to a 3% service fee)*
 - Certified Check or Money Order
 - Business Check

APPLICATION INSTRUCTIONS

1. Ensure that every page in this application packet is fully completed prior to submission.
2. Bring the completed application packet to the Superior Court at 601 Mulberry Street, Macon, GA. Go to the **3rd floor** bailiff station and ask for the **Presiding Judge**.
3. Judge will review your application. Once the order is signed, you can:
 - **Option A:** File your documents online on eFileGA via efile.tylertech.cloud
Scan each page of the petition as its own individual PDF (do **NOT** create one single scan of the entire packet).
 - **Option B:** Come to the Superior Court Clerk's Office and use the public filing kiosk to upload your documents to eFileGA.

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

IN RE APPOINTMENT OF PROCESS SERVER OF:

Civil Action No.

Applicant's Name

MOTION

COMES NOW _____ and petitions the Superior Court of
Bibb County to be appointed as a process server for the Superior Court of Bibb County, Macon
Georgis, for the counties of Bibb, Peach, and Crawford on a per case basis. He / She is
(employed with) (self-employed as) _____

for _____ years.

Applicant's Signature

Sworn to and Subscribed before me

this _____ day of _____, 20____

Notary Signature: _____ [SEAL]

My commission expires: _____

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

IN RE APPOINTMENT OF PROCESS SERVER OF:

Civil Action No.

Applicant's Name

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 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

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

IN RE APPOINTMENT OF PROCESS SERVER OF:

Civil Action No.

Applicant's Name

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

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 in any case in which I have financial, legal, personal, or other interests.
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:
Name: _____ 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 have known me for longer than two (2) years and 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.

Sworn to and subscribed before me

This ____ day of _____ 20 ____.

PETITIONER'S SIGNATURE

Notary Public

My Commission Expires _____

[NOTARY SEAL]

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

IN RE APPOINTMENT OF PROCESS SERVER OF:

Civil Action No.

Applicant's Name

**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 : _____

On this _____ day of _____, 20____

SIGNATURE

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

[NOTARY SEAL]

NOTARY SIGNATURE
My Commission Expires: _____

IN THE SUPERIOR COURT OF BIBB COUNTY
STATE OF GEORGIA

IN RE APPOINTMENT OF PROCESS SERVER OF:

Civil Action No.

Applicant's Name

**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 : _____

On this _____ day of _____, 20____

SIGNATURE

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

[NOTARY SEAL]

NOTARY SIGNATURE
My Commission Expires: _____

IN THE SUPERIOR COURT OF BIBB COUNTY
STATE OF GEORGIA

APPLICANT'S CONTACT INFORMATION SHEET

Applicant's Contact Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____

Cellphone : _____

Email Address: _____

Additional Contact Information

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____

Cellphone : _____

Email Address: _____

eFile Registration & Quick Tips Guide

EMAIL: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

TEMPORARY PASSWORD SETUP: Abcd1234

1. Account Registration & Setup Steps:

Register Your Account: Go to <https://efilega.tylertech.cloud> to create your profile.

Activate Account: Click the verification link sent to your email immediately to activate it.

Add Safe Sender: Add no-reply@efilingmail.tylertech.cloud to your email contacts to prevent notifications from going to spam. All case updates will come to your email.

Case Tracking & Portal: To view your case details anytime, log into <https://researchga.tylerhost.net> using your eFileGA email and password.

2. Preparing & Filing Your Case:

Document Preparation: Separate, scan, and save each of your documents to your computer as individual PDF files before uploading.

Submit Your Case: Visit efilega.tylertech.cloud to upload your documents and formally submit your case filing.

Need Assistance? For step-by-step Technical Help, visit the official support center at odysseyfileandservecloud.zendesk.com/hc/en-us.

Notice of Address Change: If your physical address or email address changes, you MUST file a formal 'Notice of Address Change' form directly with the Clerk's Office.

3. Important Notice for Poverty Affidavits:

• **If you are filing your case with a Poverty Affidavit:** You must wait until the Judge issues a decision on your Poverty Order *before* your case begins.

- **If Denied:** You must pay the full required filing fee to proceed with your case.

- **If Accepted:** Please follow the specific instructions below that apply to your exact case type.

4. Mandatory Next Steps After Your Case is Accepted (follow the steps that apply to the type of case you filed):

- ☐ **Cases Filed with an Agreement:** File your formal Request Letter 46 days after you receive the automated email notification that your case filings have been ACCEPTED.
- ☐ **Cases Filed with Sheriff Service:** File your Request Letter exactly 46 days after the Defendant has been served. You will receive an automated email notification notifying you of the date of service.
- ☐ **Adult Name Change Cases:** Download the electronic file-stamped 'Notice of Name Change' from your email. Provide this document to The Macon Reporter (478-994-2358) to run in the newspaper for 4 consecutive weeks. After 4 weeks have concluded, request the 'Publisher's Affidavit' from the Macon Reporter; E-File it into your case, and then file your Request Letter.
- ☐ **Minor Name Change Cases:** File your Request Letter only after you receive notification that your 'Publisher's Affidavit' has been accepted into your case.

To view your case details anytime, log into <https://researchga.tylerhost.net> using your eFileGA email and password.

Envelope #: _____

Case #: _____
(Assigned when case has been **accepted**)

Clerk Assisted: _____

Date: _____