

IN THE _____ COURT OF _____ COUNTY
STATE OF GEORGIA

In Re: Application of

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

Affidavit of Special Process Server

Personally appeared before the undersigned officer duly authorized to administer oaths in the State of Georgia, _____, who having been duly sworn, deposes and states as follows:

I, _____, am a Georgia Certified Process Server per the Georgia Administrative Office of the Courts and being assigned #CPS_____ with certification through _____, 20____, am over eighteen (18) years of age, and am a citizen of the United States of America. Further, I am not a convicted felon, and am competent in all respects to testify regarding the matters set forth herein, in compliance with O.C.G.A. § 9-11-4(c), and fully agree herewith not to serve process in any case to which there is any interest to me in the outcome thereof, or familial relationship to any party thereof. .

This affidavit is given voluntarily in support of the Motion for Appointment as Permanent Process Server filed concurrently into this action with this Court.

Affiant further sayeth not.

This the _____ day of _____, 20____.

Sworn to and subscribed before me
This _____ day of _____, 20____.

Name:
Email and Phone:

GA Notary Public signature and seal

IN THE _____ COURT OF _____ COUNTY
STATE OF GEORGIA

In Re: Application of

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

Motion for Appointment as Permanent Process Server

Comes now, _____, and files this Motion for Appointment as Permanent Process Server, pursuant to O.C.G.A. § 9-11-4(c), and hereby petitions this Court authorizing me 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 and assigned Certified Process Server Identification #CPS_____, until _____, 20____; is a United States citizen, and is at least eighteen (18) years old, and agrees on the attached affidavit not to serve process in any case to which there is any interest to me in the outcome thereof, or familial relationship to any party thereof.

This _____ day of _____, 20_____.

Name:
Address:

Phone:
Email:

IN THE _____ COURT OF _____ COUNTY
STATE OF GEORGIA

In Re: Application of

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

Order Appointing Permanent Process Server

The foregoing Motion and Affidavit having been read and considered, it is hereby
Ordered that _____ be appointed as permanent
process server for the _____ County _____ Court pursuant
to O.C.G.A. § 9-11-4(c).

The appointment shall be effective from the date of this Order to the date of
expiration of the Applicant's certification as a process server through the Georgia
Administrative Office of the Courts, which is _____, 20____, unless
extended by renewal of said certification, or revoked for cause shown.

So Ordered, this _____ day of _____, 20____.

Honorable Judge

Honorable Judge

Honorable Judge