



SUPERIOR COURT OF DOUGLAS COUNTY

DOUGLAS COUNTY COURTHOUSE, 8700 HOSPITAL DRIVE, DOUGLASSVILLE, GA 30134

Special Process Server Application

Application Overview and Requirements

Special Process Servers appointed by the Douglas County Superior Court pursuant to O.C.G.A. § 9-11-4(c)(4) may be called upon to serve papers and process throughout the state in civil and domestic relations cases falling within Douglas County and outside of Douglas County where otherwise not prohibited by court rule or statute.

Special Process Servers are appointed by the Superior Court on an annual basis. Applications for the 2026 calendar year will be accepted October 10, 2025 through December 10, 2025. All paperwork must be received on or before 5:00 p.m. on December 10, 2025 (*not postmarked*), to be considered for an appointment for the following year. ALL required paperwork must be completely filled out to be considered for an appointment.

Appointment orders already signed will remain in effect until their expiration dates. Any appointments signed after October 10, 2025 will expire at the end of the calendar year (December 31st) of the appointed year. For example, those that apply between October 10 and December 10, 2025, may be appointed to calendar year 2026. The appointment will end December 31, 2026. Thus, Process Servers wishing to be reappointed for any subsequent year must submit a new, updated application packet along with the required supporting documentation. The Court reserves the right to cancel any appointment order at any time and for any reason.

Those special process servers that will be listed on the 2026 Process Server Order of Appointment are appointed and authorized to serve as a Special Process Server in the Douglas Superior Courts for the calendar year 2026 without the necessity of an order for appointment in each individual case. This Order only authorizes the foregoing individuals to serve process and papers in any civil or domestic relations matter pending before the Douglas County Superior and State Courts.

Process Server appointments and contact information will be posted on the Clerk of Superior Court's website. Process Servers appointed by the Court are required to promptly advise the Clerk of Superior Court of any change to their contact information. An applicant whose application packet is not approved by the Court will be notified in writing and may re-apply the following calendar year.

Qualifications to Become a Special Process Server

- Applicants must be at least 18 years of age.
- Applicants must not have committed any misdemeanor crime of domestic violence, misdemeanor crime of moral turpitude or felony criminal offenses.
- Applicants must be a citizen of the United States.
- Applicants must timely submit a completed and signed application packet.

Application Checklist

A completed application packet must include the following:

- A completed and signed application which includes a phone number and/or an email address

- A signed Statement of Policy for Special Process Servers
- Copy of a surety bond or a commercial insurance binder demonstrating that applicant has obtained, and maintains a policy of liability insurance in the amount of at least \$25,000 as required by O.C.G.A. § 9- 11-4.1(b)(1)(D) to protect members of the public and persons employing the certified process server against any damage arising from any actionable misconduct, error, or omission on the part of the applicant while acting as a certified process server
- Copy of the applicant's valid unexpired Georgia Driver's License
- Copy of the applicant's birth certificate, unexpired passport, or certificate of naturalization
- Copy of a name-based criminal background check completed within 30 days of the submission of the application, showing that the applicant has not committed any serious criminal offense (document must bear official stamp or seal)
- Certificate of completion of a 12-hour course of instruction relating to service of process that has been approved by the Georgia Administrative Office of the Courts
- Proof of a passing score on the Georgia Certified Process Server State Examination
- Certificate of completion, dated within the last 12 months, of at least 5 hours of continuing education courses approved by the Georgia Administrative Office of the Courts (applies if the applicant passed the Georgia Certified Process Server State Examination more than 24 months ago)
- The fee of **\$80** in the form of a completed money order except for the "Pay To" area, which will be stamped by the Clerk
- A self-addressed stamped envelope

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 Applicant's attention confirming his or her status as a Special Process Server. The designated status will remain effective through the end of the next calendar year. Timely renewal is the sole responsibility of the applicant. No reminders will be sent.

Application Submission

Original completed application packets should be delivered with all required attachments and a self-addressed, stamped envelope to:

Clerk of Superior Court
 Douglas County Courthouse
 8700 Hospital Drive
 Douglasville, GA 30134

Money orders should be completely filled out with address, amount, and your signature. Our office will stamp the "PAY TO" area of your money order

If you have any questions, please contact us at (770) 920-7252.



SPECIAL PROCESS SERVER APPLICATION

SUPERIOR COURT OF DOUGLAS COUNTY

DOUGLAS COUNTY COURTHOUSE, 8700 HOSPITAL DRIVE

DOUGLASVILLE, GA 30134

770-920-7252

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 United States citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		

EXPERIENCE SERVING PROCESS

Describe your past process serving experience and training.

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

My certification as a process server with the AOC expires on _____, 20____.

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/LICENSE 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 certify that I have read and understand the Statement on Policy Regarding the Conduct of Special Process Servers in the Douglas Judicial Circuit hereby authorize the Clerk of the Superior Court of Douglas County to verify any information contained in this application or supplements to this document. I understand that the Superior 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: _____

DELIVER YOUR APPLICATION AND SUPPORTING DOCUMENTATION TO

**OFFICE OF THE CLERK OF SUPERIOR COURT OF DOUGLAS COUNTY
8700 HOSPITAL DRIVE, DOUGLASVILLE, GA 30134**



SUPERIOR COURT OF DOUGLAS COUNTY

DOUGLAS COUNTY COURTHOUSE, 8700 HOSPITAL DRIVE, DOUGLASVILLE, GA 30134

STATEMENT OF POLICY

REGARDING THE CONDUCT OF SPECIAL PROCESS SERVERS

In order to respect the rights of the public and to promote efficient, orderly, service of process, the Douglas County Superior Court has adopted this Statement of Policy.

Service of process is the first contact with many individuals will have with the court system. Legal proceedings are often stressful and upsetting to the parties involved. It is the policy of the Douglas County Superior Court that Special 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 the goals of orderly and efficient service of process by Special Process Servers appointed in Douglas County, the Court requires the following specific rules be observed:

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 entering or attempting to forcibly enter the home, business, or any 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.
7. In cases where a duly-appointed permanent process server has effectuated service, a proper return of service shall include both the process server's affidavit pursuant to O.C.G.A. § 9-11-4(h)(2), **as well as a copy of the Order appointing him/her as a special process server in this Court.**

I have read and understand the foregoing Statement of Policy Regarding the Conduct of Special Process Servers and I agree to comply with the specific rules set forth therein, as well as with the general intent of the Policy. I understand that a violation of these rules can lead to my removal from the list of Special Process Servers for Douglas County Superior Court.

Signature

Date

IN THE SUPERIOR COURT OF DOUGLAS COUNTY

STATE OF GEORGIA

AFFIDAVIT

(MUST BE NOTARIZED)

I am 18 years old or older, and I give this affidavit on the basis of my personal knowledge of the facts in this affidavit. I am certified to serve civil process by the Georgia Administrative Office of the Courts until _____, 20 ___. I am a United States citizen. I have not committed a misdemeanor crime of domestic violence, a misdemeanor crime of moral turpitude or a felony offense. I have fully completed the application for appointment as a special process server. And I possess a surety bond or a commercial liability insurance policy of at least \$25,000.

This ____ day of _____, 20 ____.

Sworn to and subscribed before me this _____
day of _____, _____

Notary Public

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

IN THE SUPERIOR COURT OF DOUGLAS COUNTY

STATE OF GEORGIA

**In re: Application for Appointment as a
Special Process Server**

ORDER APPOINTING SPECIAL PROCESS SERVER

The court having read the application of _____ for appointment as a special process server for the Douglas County Superior Court pursuant to O.C.G.A. § 9-11-4(c), it is HEREBY ORDERED that said person is so appointed the calendar year _____. This appointment is effective through the end of the marked calendar year and shall expire on **December 31, _____**, unless this appointment is revoked for other reasons.

So ordered, this _____, 202__.

CYNTHIA C. ADAMS
Chief Judge, Superior Court
Douglas Judicial Circuit