

CERTIFIED PROCESS SERVER

The Clerk of Superior Court has very little to do in the procedures of a process server. The only part the Clerk's Office will have in this process is when an attorney files a motion in his/her case to have a process server appointed to server parties for his/her case.

Responsibility of the Sheriff's Department

Process Servers procedures fall under the Sheriff of Liberty County.

The Ga. code section §9-11-4.1 states that certified process servers, procedurally fall under the sheriff of any county of this state, see the attached Ga. code §9-11-4.1, the forms, Rules and Regulations.

A process server can be appointed and certified by any sheriff in any county. But a process server must file a notice to the sheriff for permission to server in a county that his appointment didn't originate.

Information

The Georgia Sheriffs' Association website has all the information anyone needs to find out about becoming a process server or to find a list of process servers. The Ga. code §9-11-4.1 has a brief on all the guidelines. You can refer callers to the direct links below:

Form Locations:

http://www.gsacpsregistry.org/index.php?option=com_content&view=article&id=10&catid=2&Itemid=102 or go to Georgia Sheriffs' Association website through google to locate site.

Process Server List

A list of certified Process Serves can be obtained at: <http://www.gsacpsregistry.org/>

Terms of Process Servers

Every three years a process server shall be required to renew his or her certification.

Revocation of Process Servers

A process server may be revoked or suspended by a superior court judge for cause any time.

Court Appointed Process Servers

None of the requirements pertain to a Court Appointed Process Server appointed by a Motion to a Superior Court Judge, that is discussed in the Clerk's Responsibilities Section.

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