



BLUE RIDGE JUDICIAL CIRCUIT

CHEROKEE COUNTY JUSTICE CENTER 90 NORTH STREET, SUITE 250 CANTON, GA 30114

Permanent Process Server Application

Application Overview and Requirements

This application is to serve process for Cherokee County Superior, State, Probate and Magistrate Courts. Applications and renewals will be accepted through November 26, 2025. Completed applications and all required items are to be submitted to the Court Administrators Office by email to courtadmin@brjc.net or by mail to the address above. Incomplete applications will not be considered. Submission of application does not guarantee appointment for Permanent Service of Process.

Applicant Checklist

- Completed Application
- Notarized Affidavit for Appointment
- Copy of valid Georgia Drivers License
- Copy of current Georgia Sheriff's Association Certification Card
- Results of a name based criminal background check populated within 30 days of submission of application
- Proof of completion of the Georgia Process Servers Training as approved through AOC
- Proof of successful completion of Georgia Certified Process Server State Exam
- Proof of 5 hour annual continuing education (if renewal)
- Proof of commercial surety bond or policy of commercial insurance
- Signed Statement of Understanding
- Endorsement as a person of good character from a member in good standing with the Georgia Bar Association. (Bar number and contact info required.)

Notification Process

The Courts will review all information submitted. An Order of Appointment will be filed establishing all official appointments. Applicants will receive correspondence and a copy of the order indicating their appointment status as a permanent process server of the Blue Ridge Judicial Circuit. Appointments of Permanent Process Servers will remain effective for a one year period beginning January 1st of the calendar year. All appointments of permanent process servers become inactive on December 31st of each year. Timely renewal is the sole responsibility of the applicant. No reminders will be sent.

The Court reserves the right to deny the request of any applicant as it deems appropriate in the interest of the Court and the citizens and litigants within this jurisdiction. All selected appointments are final once Orders have been signed; there is no appeal process. Applicants may reapply during the next application period.

Date: _____

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

IN RE: Application for Appointment as :
Permanent Process Server pursuant to :
O.C.G.A. § 9-11-4(c) :

**AFFIDAVIT OF COMPLIANCE OF APPLICANT FOR
APPOINTMENT AS A PERMANENT PROCESS SERVER**

Personally appeared before me, the undersigned officer duly appointed to administer oaths,
_____, who, being duly sworn, states and avers as follows:

1. My full legal name is _____.
2. I am a citizen of the United States of America and am 18 years of age or older.
3. I am not a convicted felon.
4. I have satisfied the requirements of O.C.G.A. § 9-11-4(c).
5. I am not suffering under any legal or mental disability and this affidavit is based upon my personal knowledge.
6. I submit this affidavit in support of my application to be appointed as a “permanent” process server for the Blue Ridge Judicial Circuit and swear that the above statements are true under oath and penalty of perjury.
7. If my application for appointment is granted I acknowledge that I **CANNOT** serve process in any case in which I am a party, that I have relation to the parties or that I have a financial interest in, and understand that my appointment expires on December 31, 2026.

This the _____ day of _____, 20____.

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

[Signature of applicant]

NOTARY PUBLIC

My Commission Expires: _____

[Print full legal name of applicant]
Applicant’s address, telephone number and email:



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STATEMENT OF UNDERSTANDING

REGARDING THE REQUIREMENTS AND CONDUCT OF PERMANENT PROCESS SERVERS

Service of process is often the first contact many individuals will have with the court system. Legal proceedings are often stressful and upsetting to the parties involved. In order to achieve the goals of orderly and efficient service of process by Permanent Process Servers appointed, the Court requires the following specific rules be observed:

1. Process servers shall handle all legal documents with care and maintain required records in a professional manner.
2. Process servers shall not offer or provide legal advice.
3. Process servers shall not conduct themselves in a manner that would reflect adversely on the judiciary, law enforcement or other agencies involved in the administration of justice.
4. Process servers shall respect the confidentiality of information and shall preserve the confidences of all parties.
5. Process servers shall use sound judgement and treat parties to be served with respect and courtesy in an objective, nonjudgmental manner. As such, process servers should refrain from behaving in a threatening or abusive manner, refrain from using vulgar language and should avoid physical contact with parties.
6. Process servers shall refrain from forcibly entering or attempting to enter the home, business, or any other property of a party to be served.
7. Process servers shall refrain from lingering on a property for an unreasonable amount of time while attempting to serve process.
8. Process servers shall not serve process while they are under the influence of alcohol or drugs.
9. Process servers shall not carry weapons or firearms while serving process except to the extent authorized by law.
10. 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.
11. Process servers shall not utilize the position for any purpose other than to gain access to information or services authorized by the applicable statutory, case law, administrative orders and the rules set forth.
12. Process servers shall file a proper return of service that 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 of appointment as a permanent process server in this Court.

OATH

“I do solemnly swear (or affirm) that I will conduct myself as a process server truly and honestly, justly and uprightly, and according to law; and that I will support the Constitution of the State of Georgia and the Constitution of the United States. I further swear (or affirm) that I will not serve any papers or process in any action where I have a financial or personal interest in the outcome of the matter or where any person to whom I am related by blood or marriage has such an interest.”

I have read and understand the foregoing Statement of Policy Regarding the Conduct of Permanent 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 Permanent Process Servers for Blue Ridge Judicial Circuit.

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

Signature of Applicant

NOTARY PUBLIC

Full Legal Name of Applicant

My Commission Expires: _____



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Applicant Name

Address

City, State, Zip

ENDORSEMENT

The undersigned member in good standing of the State Bar of Georgia hereby endorses the above applicant to be appointed as a permanent process server of Blue Ridge Judicial Circuit and attests to such applicant's good character, honesty and integrity.

This, the _____ day of _____, 20____.

Attorney at Law

Printed Name

Georgia Bar Number: _____

(Please attach business card here)