

**Superior Court of Cobb County**  
**PERMANENT PROCESS SERVER APPLICATION FORM**

**PLEASE TYPE OR PRINT IN BLACK INK**

**1. NAME:** \_\_\_\_\_  
  Last  First  Middle

**2. ADDRESS:** \_\_\_\_\_

**3. PREVIOUS ADDRESS** (If at present address less than 5 years):

\_\_\_\_\_

**4. COMPANY NAME (If Applicable):** \_\_\_\_\_

**5. EMAIL ADDRESS (will post on website):** \_\_\_\_\_

**6. PHONE NUMBER (will post on website):** : (        ) \_\_\_\_\_

**7. ALTERNATE PHONE NUMBER:** (        ) \_\_\_\_\_

**8. EDUCATION:**

**HIGH SCHOOL**

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Date of Leaving: \_\_\_\_\_ Did you Graduate: \_\_\_\_yes \_\_\_\_no

Highest grade of school completed: \_\_\_\_\_

**COLLEGE OR UNIVERSITY**

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Hours Earned Quarter/Semester: \_\_\_\_\_

Degree: \_\_\_\_\_ Year Degree Awarded: \_\_\_\_\_

Major: \_\_\_\_\_

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Address of School: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

Hours Earned Quarter/Semester: \_\_\_\_\_

Degree: \_\_\_\_\_ Year Degree Awarded: \_\_\_\_\_

Major: \_\_\_\_\_

**BUSINESS, TRADE, TECHNICAL SCHOOLS AND OTHER TRAINING**

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ No. of Hours Per Week: \_\_\_\_\_

Certificates Received: \_\_\_\_\_

Subject Taken: \_\_\_\_\_

**9. EMPLOYMENT RECORD:**

Name of Employing Agency,  
Company or Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of  
Immediate Supervisor: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Description of your  
duties and responsibilities: \_\_\_\_\_

Date Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Company or Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of your  
Immediate Supervisor: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Description of your  
duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

Date Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**10. VIOLATIONS OF THE LAW:**

The following questions have to do with violations of the law. A conviction for a violation does not automatically mean that you cannot be appointed. Give all pertinent facts so that a decision can be made. In answering these items, you may omit minor traffic violations.

- a. Have you ever been convicted of an offense against the law? \_\_\_yes \_\_\_no
- b. Have you ever been convicted of an offense against the law while in military service?  
\_\_\_yes \_\_\_no
- c. Was any conviction pursuant to an adjudication in a juvenile court, a youthful offender act or a first offender act? \_\_\_yes \_\_\_no

If the answer to any of the above items is "YES", give details below. Show for each offense the date, charge, place, court, and action taken. Attach extra sheets if necessary. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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11.       **REFERENCES:**

Names and addresses of two (2) persons who have knowledge of your character and qualifications and whom we may contact (Not relatives or former employers)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

12.       **CERTIFICATION:** I certify that all information given in this biographical sketch is true and correct to the best of my knowledge and belief. I hereby authorize Cobb County Superior Court to verify any information contained.

*Note: The most common application or renewal errors are to fail to send a copy of driver's license and failing to have background check form notarized*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 Cobb Superior Court and attests to such applicant's good character, honesty and integrity.

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Attorney at Law

Georgia State Bar Number \_\_\_\_\_