

**PRIMARY RENEWAL NOTICE**

As you know, your status as an active Permanent Process Server for Cobb County Superior Court will turn inactive as of January 4, 2021. If you would like to extend your appointment through January 4, 2022, please indicate so by signing below and returning this form and the documents listed on the "Statement of Understanding" form. Once our office receives your request and the background information is verified, your Certified Superior Court Order will be filed the first business day in January 2021 allowing you to remain an active process server for our court through January 4, 2022.

Yes, I \_\_\_\_\_ (please print name), request that my term as a Permanent Process Server for Cobb County Superior Court be extended through January 4, 2022.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(\_\_\_\_) \_\_\_\_\_  
Phone # to be posted on website

\_\_\_\_\_  
Email address to be posted on website (**Print**)

\_\_\_\_\_  
Company Name (**Print**) – to be posted on website (Optional)

Please return this form and include all required documents as specified in the signed Statement of Understanding form to:

[Wilma.robinson@cobbcounty.org](mailto:Wilma.robinson@cobbcounty.org) (Preferred: A return email will be sent back to you confirming your renewal made the renewal deadline).

–or- mailed (no confirmation will be mailed) to:

Wilma M. Robinson  
Cobb County Superior Court Administration  
70 Haynes Street – 2<sup>nd</sup> Floor  
Marietta, GA 30090