

*Process Server Program  
Superior Court of the State of Georgia  
Cobb Judicial Circuit*

Wilma Robinson  
[Wilma.Robinson@cobbcounty.org](mailto:Wilma.Robinson@cobbcounty.org)  
Office Phone: 770 528-8901

Superior Court Administration  
70 Haynes Street – 4<sup>th</sup> Floor  
Marietta, Ga 30090

**STATEMENT OF UNDERSTANDING (Updated September 2021)**

REGARDING THE REQUIREMENTS AND CONDUCT OF PERMANENT PROCESS SERVERS

Feel free to contact the above email or phone number with any questions. Applications and renewal documents will be accepted **only from October 1<sup>st</sup> through December 15** for the following year's term.

Application or renewal packets must include the following:

- (For new applicants) – A completed applicant form including endorsement of Attorney in good standing of State Bar of Georgia – or –
- (For renewals) – A completed renewal form

ALL PACKETS:

- A completed *Criminal Background* check form, with notarized signature (no fee required)
- A current copy of driver's license
- Proof of 12-hour pre-certification training (Note: Georgia State Certification not required). Either a certificate for pre-certification training or Certification certificate would be acceptable as proof of pre-certification training)
- A signed *Statement of Understanding* form (this form)

I understand the following:

1. Process servers shall conduct themselves at all times with the utmost professionalism and treat the parties to be served with dignity 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 attempting to forcibly enter the home, business, or any other property of a party to be served.
4. Process server 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.

I have read and understand the foregoing Statement of Understanding and I agree to comply with the specific rules set forth herein.

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Printed Name

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Signature

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Date