

Getting Started Guide

Becoming a Georgia Certified Process Server: Eligibility requirements and instructions are found in the rules adopted by the Judicial Council. Rules and the Georgia Certified Process Server Application are posted on the program webpage at <http://process-server.gaaoc.us>. It is recommended that you visit the Sheriff's Office webpage of each county in which you desire to operate. You may also wish to explore the Georgia Sheriffs' Association site at <http://www.gsacpsregistry.org/> and the Georgia Association of Professional Process Servers site at <http://gappsprocess.com/>.

Training: Interested persons must attend an approved 12-hour training prior to taking the state certification exam. Training-provider information is posted on the program webpage as providers are approved. The cost of training is \$15 per credit hour. This rate is established by rule and is payable to the training provider.

Testing: Certification exam dates, locations and instructions are posted to the program webpage. The cost of the certification test is \$250, as established by rule and payable to the entity administering the test.

Becoming a Training Provider: Training and trainer requirements are outlined in the rules. The application to become a training provider and training materials must be submitted to the Administrative Office of the Courts electronically for approval. A unique course number will be issued for each training class approved. Providers may begin instruction upon receipt of the course number.

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