

INSTRUCTIONS

1. Locate and hire a private process server. A list of permanent process servers for the Gwinnett County State Court is listed on the last page. This list is provided **ONLY** as a resource to assist in locating an agent who is a certified process server.
2. Complete this form with the name of the private process server you have hired.
3. Date, sign and notarize this form.
4. Make 2 copies of the form.
5. Go to the Clerk of the **Superior Court** and give the original and your copy to the clerk.
6. The clerk will keep the originals and return your copy to you.
7. Keep your copy for your records. If necessary, provide your copy to the judge if you are required to come to court for a “no service” hearing.

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

_____ Plaintiff/Petitioner, v. _____ Defendant/Respondent.	Civil Action File No.: _____
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MOTION FOR APPOINTMENT OF PRIVATE PROCESS SERVER

I am the Plaintiff/Petitioner filing this Motion pursuant to O.C.G.A. § 9-11-4. I am asking the Court for an Order authorizing a private process server to serve on the Defendant/Respondent a copy of my *Summons* and *Petition/Complaint*. As grounds for this motion, I state the following:

1.

- The Sheriff's Department has been unable to perfect service; or
- It is reasonably believed that service by the Sheriff's Department will be difficult.

2.

I have contacted the following private process server,
_____, who is an experienced process server and investigator who may be able to locate and personally serve the Defendant/Respondent if authorized to do so by the Court.

3.

The above-named process server is not a party to this action, is not related to me by blood or marriage, and is not my employee or that of my attorney

4.

The above-named process server is a citizen of the United States of America, and is above the age of eighteen.

THEREFORE, I respectfully ask for permission to have the above listed person as special agent to perfect service of the *Summons* and *Complaint/Petition* filed herein upon the Defendant/Respondent .

Dated: _____

Plaintiff *Pro se*

Name: _____

Address
: _____

City, State ZIP

Phone: _____

Email: _____

SWORN TO AND SUBSCRIBED before me this

_____ day of _____, 20__.

NOTARY PUBLIC

**THE FOLLOWING FORM IS A PROPOSED ORDER. YOU ONLY
NEED TO PUT YOUR NAME, THE DEFENDANT'S NAME AND
THE CASE NUMBER ON THIS FORM.**

You should provide this blank form to the clerk (or to the judge if you are scheduled for an immediate hearing). The judge may or may not use this proposal for entering his or her decision on your request.

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

_____ Plaintiff/Petitioner, v. _____ Defendant/Respondent.	Civil Action File No.: _____
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ORDER FOR APPOINTMENT OF PRIVATE PROCESS SERVER

Plaintiff/Petitioner's *Motion for Appointment of Private Process Server* having been read and considered, and it appearing to the Court that sufficient grounds exist for the granting thereof pursuant to O.C.G.A. § 9-11-4(c), it is HEREBY ORDERED that the Plaintiff/Petitioner is authorized to perfect service by a private process server who is hereby directed to personally serve a copy of the Plaintiff/Petitioner's *Summons* and *Complaint/Petition* on the Defendant/Respondent and to make and file proof of service as required by law.

The individual appointed is:

and is hereby directed to make and file his/her *Affidavit of Service* as proof of service as required by law.

This _____ day of _____ 20_____.

JUDGE
GWINNETT COUNTY SUPERIOR COURT

THE FOLLOWING FORM IS A TEMPLATE FOR PROOF OF SERVICE BY THE PROCESS SERVER. THERE IS NOTHING YOU NEED TO DO ON THIS FORM

The process server may use this form or their own form for giving the court proof of service. You should provide this form to the process server.

****Do not file this blank form with the court****

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

<hr/> <p style="text-align: center;">Plaintiff/Petitioner,</p> <p>v.</p> <hr/>	<p>Civil Action File No.: _____</p>
<hr/> <p style="text-align: center;">Defendant/Respondent.</p>	

RETURN OF SERVICE

I, _____, after having been duly sworn, do hereby depose and say that I personally served the above-named Defendant with Plaintiff/Petitioner's *Summons* and *Complaint/Petition* by delivering a copy of same directly into the Defendant/Respondent's hands. The Defendant/Respondent is described as follows:

Approximate age years _____; approximate weight pounds _____; approximate height feet and inches _____. The Defendant/Respondent was served at the following place and time:

Address: _____

Time: _____ o'clock, _____m.

Date: _____

Signature: _____

Printed name: _____

SWORN AND SUBSCRIBED before me
this _____ day of _____, 20____.

NOTARY PUBLIC

Gwinnett County State Court
2015 Permanent Process Servers
Effective through January 4, 2016
Updated 09/09/2015

Name	Organization Name	Work Phone
Abebe, Chali	Ace Legal Service, LLC	404-890-8888
Abebe, Huluka	MLQ Attorney Services	404-423-0463
Abebe, Hunde	MLQ Attorney Services	404-931-2787
Allen, Lakeita	R.G.P. Attorney Services	678-900-0713
Anderson, Michael Theron	MLQ Attorney Services	678-551-4499
Andrews, Gene	Sly Fox Process Service, LLC	678-632-1029
Angle, Doug	MLQ Attorney Services	404-275-0597
Baker, Benjamin	Ancillary Legal Corporation	404-459-8006
Barney, Steven M.	Metro Legal Xpress	678-849-8251
Barry, Paul	Independent	404-312-5140
Bass, Susan D.	Diversified Legal Services	404-627-4444
Benson, James K.	Jerry Lobin Process Service, Inc.	770-364-0162
Blake-Jensen, Patricia	Independent	404-246-4444
Bolling, Katherine	Legal Ease Attorney Services, Inc.	404-849-1240
Borders, Kristy	Jerry Lobin Process Service, Inc.	678-451-4406
Benito, Richard	R&B Services, Inc.	404-437-2273
Benito, Robert	R&B Services, Inc.	404-271-0627
Brazeman, Craig	Profiles, Investigations & Information	404-861-5013
Briley, Donnie C.	MLQ Attorney Services	404-788-8331
Brookshire, David	Jerry Lobin Process Service, Inc.	404-290-9974
Buck, David	RGP Attorney Services	404-695-2057

Cannizzaro, Lauren	Spearhead Investigations, LLC.	404-751-7855
Chastain, Michael	Jerry Lobin Process Service, Inc.	404-450-3456
Childress, Charles Ronald	CRC Enterprises, Inc.	770-963-5901
Cline, Travis	Ancillary Legal Corporation	678-768-4925
Craig, William S.	Craig Confidential Investigations	770-316-9616
Crawford, Cathy W.	Crawford, Shaney & Rasco, Inc.	706-614-9652
Cunningham, Sally K.	Millennium Investigations, Inc.	770-351-7672
Daniels, Sonia L.	Spearhead Investigations, LLC	770-895-9933
Davenport, Alterick	Diversified Legal Services	404-627-7777
Davidson, Danny	Automatic Response Group	770-550-3912
Davis, Michelle	ASAP Legal Solutions, Inc.	770-480-6793
Day, Duane	MLQ Attorney Services	678-431-2899
DeVaughn, Carl	Independent	404-643-5486
Dreeman, Douglas E.	Atlanta Attorney Services	404-303-7899
Duchon, Deborah	APS, Inc.	404-872-1200
Duncan, Karen	CRC Enterprises, Inc.	770-867-8044
Echols, Eric D.	TFP Co.	770-579-0188
Echols, Patricia Izetta	TFP Co.	770-579-0188
Edwards, Donnie L.	Atlanta Legal Services, Inc.	678-409-3982
Elliott, Maurice	Independent	678-699-3116
Faulkner, Dana	Diversified Legal Services	404-627-7777
Ferrero, Amy	Legal Ease Attorney Services, Inc.	404-849-1240
Fogle, Johnny Colvin	Independent	404-337-2001
Folds, George	Jerry Lobin Process Service, Inc.	678-283-3885
Fox, Juhani	John Fox Process Server	404-643-9103

Froelich, Anita	Independent	770-601-1078
Fuller, Jennifer	Independent	404-432-8091
Fuller, Thomas W.	Fuller Process Service	404-432-8089
Gauthreaux, Lee	Magnolia Search Consultants	770-331-1176
George, Randal	Independent	404-840-2822
Gibbs III, Thomas David	Independent	404-368-3049
Goodwin, Kathy	Independent	678-791-8876
Gruhn, Tammie B.	O'Dell & O'Neal P.C.	404-734-8542
Ham, John William	Independent	404-255-7380
Harris, Constance	Harris Total Service	404-542-0321
Harris, Parks	Jerry Lobin Process Service, Inc.	678-542-0135
Hassan, Muhsin	Discrete Professional Services	404-853-9395
Hassan, Muhsin Swahid	Independent	470-334-2101
Healey, Steve	Jerry Lobin Process Service, Inc.	770-344-8424
Heimerich Jr., Richard P.	MLQ Attorney Services	770-310-0432
Hightower, Anthonio	Ancillary Legal Corporation	770-265-2634
Hill III, Henry	Independent	770-337-4522
Hill, Hollis	RMG – Services, LLC	770-601-4250
Horton, Christopher T.	MLQ Attorney Services	770-841-0428
Hudson, Hakimah	Independent	678-314-9584
Huitt, Esten	Diamond Courier	404-664-3724
Irvin, Randall	Jerry Lobin Process Service, Inc.	404-374-5066
Johnson, Christina	Diversified Legal Services	404-627-7777
Jones, Alicia	Diversified Legal Services	404-627-7777
Jones, Christopher	Independent	770-728-4047
Kennedy, Richard	Independent	770-736-6918

Kotlar, Michael J.	InSight Investigations	678-654-0186
Kidd, Elizabeth	Diversified Legal Services	404-627-7777
Knott, Thomas	Legal Advocate Service & Investigations	404-551-3310
Lair, Aaron	Ancillary Legal Corporation	952-913-1370
Lane, Madeline Anne	Independent	404-702-4437
Langford, Steve Eugene	The Source Investigative Services	706-291-6490
Latimore, Raphael J.	Independent	770-990-3613
Lotenberg, Stanley	ICU Investigation	770-355-0784
Lutwack, William	Independent	404-313-6075
Lausman, Marsha	Diversified Legal Services	404-627-7777
Lobin, Jerome	Jerry Lobin Process Service	770-317-2970
Mallas, Nicholas Andrew	Mallas Investigations, Inc.	404-483-6259
McClellan, Rodney	Independent	678-648-6330
Michelotti, Robert	Spearhead Investigations, LLC	404-634-0286
Miller, Tearance	Independent	919-699-8005
Mills, Eddie J.	Direct Investigations	404-617-8615
Moore, Jeanine	Independent	678-755-1166
Morris, Barney	Casualty Consultants of GA	404-763-9141
Murrieta, Francisco	Independent	404-748-0361
Nichols, Lathan Otto	Independent	678-984-1680
O'Leary, Christine	Legal Ease Attorney Services, Inc.	404-388-5631
Orlins, Peter	Ancillary Legal Corporation	404-661-2988
Perkins, Karen Lobin	Jerry Lobin Process Service, Inc.	404-308-0092
Pierceall Sr., John	Ancillary Legal Corporation	404-459-8006
Poncinie, Richard	RGP Attorney Services	770-499-8588

Price, James	Dial Services, Inc.	770-466-5885
Raines, Mark	Independent	678-642-8120
Rapp, Christopher	Independent	412-251-7173
Rashid, Hassan Mansour	Legal Unlimited, Inc.	404-408-5900
Rausser, Jayne	Diversified Legal Services	404-627-7777
Reddick, Derek	MLQ Attorney Services	252-916-9932
Reid, Cletis Alan	Atlanta Attorney Services	770-241-7775
Robertson, Brad	J & K Investigations	706-680-0210
Robertson, Marlena	J & K Investigations	706-680-0229
Robinson, Jeroy	MLQ Attorney Services	404-508-0810
Sadler Jr., John	A Supreme USA, LLC	404-610-1660
Sexton, Traici	Blue Dog Investigations	404-890-0457
Self, Curvin O.	GA Select Process Svc., LLC	404-328-6217
Shaddix, Jimmy	Jerry Lobin Process Service, Inc.	678-826-8289
Singleton, Amanda Leigh	Capital Investigations, Inc.	404-713-4646
Singleton, Wesley Gene	Capital Investigations, Inc.	770-365-5689
Smith, Bruce Richard	APS, Inc.	404-872-1200
Smith, Ronald	Independent	404-621-7630
Smith, Terral Lamarr	Direct Legal Support	404-437-4887
Sorensen, S. Nielse	Sobo, LLC	678-409-9032
Stanton, Christopher Scott	Chameleon Investigations, Inc.	404-784-6009
Steidl, David A.	Independent	321-412-6400
Stewart, Ronnie	Independent	770-851-7645
Stone, Rodney D.	Stone Legal Services	678-457-1472
Swindle, Frank	Legal Process & Courier	404-519-8986
Tamaroff, Paul K.	APS, Inc.	404-872-1200

Tassaw, Berhane	Atlanta Legal Services	404-455-1603
Thompson, Vanessa	MLQ Attorney Services	404-901-0700
Trossarello, Amy	Ancillary Legal Corporation	678-517-1707
Trumble, Garfield	Metro Legal Support Solutions, LLC	404-246-2591
Underwood, Robert	Jerry Lobin Process Service, Inc.	404-502-2653
Watson, Eddie	JJL Process Serving	404-707-0462
Webber, Melina	Metro Legal Support Solutions, LLC	678-646-1494
Wells, Dwight	Independent	770-568-4164
West, Eric Noel	MLQ Attorney Services	770-984-7007
Williams, Cecelia	The Eviction Source	404-547-3395
Williams, James	The Eviction Source	404-547-3386
Wingo, Michael	Diversified Legal Services	404-627-7777
Winkelman, Nan	The Source Investigative Services	706-291-6490
Wolfe, Lisa	Independent	678-358-6801
Woodman, Howard	Woodman & Associates	678-953-0353
Yi, Kim	XPD & Associates	404-542-5950
Zayas, Jr., Roberto	RZ Investigations, Inc.	404-429-6436