

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.
4. Go to the Clerk of the **Superior Court** and give the original and your copy to the clerk.
5. The clerk will keep the originals and return your copy to you.
6. 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,		Civil Action
v.		File No.: _____
Defendant/Respondent.		

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 style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;">Plaintiff/Petitioner,</p> <p>v.</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>	<p>Civil Action File No.: _____</p>
<p>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
2019 Permanent Process Servers
Effective through January 4, 2020
Updated 8/26/19***

Allen, Lakeita	MLQ Attorney Services	678-900-0713
Anderson, William	Independent	678-887-3449
Andrews II, Gene E	Sly Fox Process Service, LLC	678-632-1029
Anthony, Jahi	Independent	917-566-7322
Armstrong, Christopher	Independent	678-822-4732
Barlow, Ben	Independent	404-459-8006
Barney Jr, Steven M	Metro Legal Express	678-849-8251
Barry, Paul E	Independent	404-312-5140
Bass, Susan	MLQ Attorney Services	770-984-7007
Basham, James S	Dial Services, Inc	404-886-4499
Benito, Richard D	RB&C Services, Inc	404-435-4911
Blackmon, James E	Independent	972-210-5996
Bolling, Katherine D	Legal Ease Attorney Services	404-849-1240

Brazeman, Craig	Profiles Investigations & Info Services Inc	404-861-5013
Briley, Donnie C	MLQ Attorney Services	404-788-8331
Bunch, Kim	Matter of Minutes Process Service, LLC	770-240-0018
Bussey, Mikeal A	Independent	404-857-8643
Butts, Kimberly L	Independent	678-876-1403
Chastain, Michael	Jerry Lobin Process Service	404-450-3456
Clemmons, Joyce	Independent	718-954-1326
Cline, Travis	Ancillary Legal Corporation	404-459-8006
Cochrane, Babette	Independent	770-852-0363
Collier, William	Independent	404-788-7420
Colon, Hendryx	Independent	404-482-4425
Correa Jr, Wilberto	MLQ Attorney Services	770-369-0227
Crawford, Cathy	Independent	706-614-9652
Cross, Charles A	Independent	678-446-9444
Crump, Thomas	CPS Agents	678-429-3060
Cunningham, Sally	Millenium Investigations, Inc	770-351-7672
Daniels, Alysa	Spearhead Investigations, LLC	470-355-1320

Daniels, Sonia L	Spearhead Process and Locates, LLC	770-895-9933
Daugherty, Bradly C	Jerry Lobin process Service	678-477-8897
Davidson, Danny	Express Legal Services	770-550-3912
Day, Duane	MLQ Attorney Services	678-431-2899
Delchamps, Karl L	Independent	678-908-8450
Dianich, Kari L	Independent	404-388-3996
Dolbier, Jeffrey A	Flash Delivery, Inc	678-583-5420
Dreeman, Douglas E	Atlanta Attorney Services	678-556-0325
Dondero, Peter	Independent	404-918-3676
Duchon, Deborah	Attorney Personal Services Inc	404-872-1200
Earthrise, Rochelle	MLQ Attorney Services	404-824-8544
Echols, Eric D	TFP Company, LLC	770-579-0188
Echols, Patricia I	TFP Company, LLC	770-579-0188
Elliott, Maurice	The Reliance Group	678-699-3116
Evans, Alonzo	Professional Process Service of GA	678-779-2990
Faulkner, Dana	Diversified Legal	706-773-5983

Ferrero, Amy L	Legal Ease Attorney Services	404-849-1240
Folds, Catherina P	Independent	678-283-3887
Folds, George L	Independent	678-283-3885
Fox, Juhani	Juhani Fox Process Server	404-643-9103
Fuller, Wayne	Fuller Process	404-432-8089
Gauthreaux, Lee J	Magnolia Search Consultant	770-331-1176
George, Randal L	Independent	404-840-2822
Gibbs III, Thomas D	Independent	404-368-3049
Green, Anjenai G	Independent	770-376-6423
Greenway, Kimberly D	Kimberly Greenway Services, LLC	404-487-6085
Grimshaw, Shane	Capital Investigations	770-845-5881
Gruhn, Tammie	Acer Legal Services	404-734-8542
Hammond, Stephanie M.	JJL Process Servers	773-981-1777
Harris, Parks W	Jerry Lobin process Service	678-542-0135
Hassan, Muhsin	Discrete Professional Svcs	470-334-2101
Heimerich Jr, Richard	MLQ Attorney Services	770-310-0432
Highsmith, Amos M	Independent	404-874-8188

Hightower, Anthonio	Ancillary Legal Corporation	440-459-8006
Hill, Hollis J	RMG, Services LLC	770-601-4250
Holley, David R	Independent	770-925-5180
Holmes, Jane R	Independent	404-353-4903
Horton, Christopher	Absolute Reporting & Legal Svcs	770-841-0428
Hudson, Hakimah	Independent	678-314-9584
Hudson, Kyle	Independent	404-668-5811
James, Frank H	Independent	770-873-6999
Kahssu, Haile	MLQ Attorney Services	770-897-6666
Kennedy, Richard P	Integrity Process Serving, LLC	404-704-7264
Kidd, Elizabeth	MLQ Attorney Services	770-984-7007
Kotlar, Michael J	Insight Investigations, Inc	678-654-0186
Lane, Madeline A	Independent	404-702-4437
Lausman, Marsha	Independent	770-339-7739
Layton, Eric B	Independent	678-209-7648
Letts, William	MLQ Attorney Services	404-219-6657

Lewis, Kevin J	Action Private Detective Agency	404-396-6856
Lobin, Jerome	Jerry Lobin Process Service	770-317-2970
Louis, Clyde A	Independent	678-343-1585
Lutwack, William C	Independent	404-313-6075
Mackey, Norris	Eagle Investigative Services, Inc	404-806-3742
Mallas, Nicholas A	Mallas Investigations, Inc	404-483-6259
Mathews, Verna C	Independent	404-312-7101
McAllister, Arleathea	Independent	770-402-3197
McClellan, Rodney J	Express Legal Services, LLC	561-271-9833
McGahee, Larry L	H & L Legal Services, LLC	404-623-5481
Miller, Tearance E	T. Miller protection Services	678-330-7958
Mills, Eddie J	Direct Investigations	770-922-7888
Moore, Vernita	The Elite Legal Services, LLC	678-600-7356
Morris, Barney	Independent	404-763-9141
Morris, Kourtney	Independent	404-553-5388
Morrison, Zuri M	Provest, LLC	404-247-4194
Murrah, Juanqualo D	Independent	470-747-9544

Murrieta, Francisco	Independent	404-748-0361
Nadler, Jonathan K	The Nadler Company, Inc	770-805-0890
Namer, Moises W	Independent	404-862-2842
Nealey, Cedric E	Independent	404-444-6896
Nichols, Jean	Independent	770-539-2621
Nichols, Lathan O	Independent	678-984-1680
O'Leary, Christine L	Legal Ease Attorney Services, Inc	404-388-5631
Palmer, Alita	Independent	678-409-0926
Pannell, Nicole	JLS Document Solutions	404-641-1754
Parker, Adam D	Independent	404-444-9138
Perkins, Karen L	Jerry Lobin Process Service	404-308-0092
Perlson, Marc	Perma Investigations	770-664-8005
Poincinie, Richard	Independent	770-499-8588
Pope, Rocellious	MLQ Attorney Services	678-768-4123
Quinn, William T	Independent	770-331-1940
Rashid, Hassan M	Independent	404-408-5900

Rauser, Jayne E	MLQ Attorney Services	770-984-7007
Reckersdrees, Thomas	Secure Enterprises, LLC	770-652-4636
Reddick, Derek	MLQ Attorney Services	252-916-9932
Rhodes, Kathryn	Able Investigations	770-789-9250
Reid, Cletis A	Atlanta Attorney Services	404-303-7899
Rices, Robert P	Atlanta Legal Service, Inc	404-218-1411
Richardson, Leroy	Independent	407-924-4357
Rivers, Michael	Attorney Personal Services	404-552-1905
Robertson, Brad	MLQ Attorney Services	706-680-0210
Robertson, Marlena G	MLQ Attorney Services	706-680-0229
Robinson, Jeroy	MLQ Attorney Services	404-580-0870
Robinson, Karen	Independent	770-820-9873
Ruddock, Margaret	Independent	404-663-4690
Rutledge, Ronald W.	Independent	678-508-2678
Sadler, John T	A Supreme USA, Courier & Process Service	404-610-1660
Saxon, Jasmine N	Gotcha Covered, LLC	404-394-6924
Saxon, Robin L	Gotcha Covered, LLC	404-394-6924

Saxon, Virginia L	Miss Saxon Serves, LLC	404-747-6282
Seklecki, Christian	Proof & process	404-771-3204
Self Jr, Curvin O	GA Select Process Service	404-328-6217
Shadix Jr, Jimmy P	Jerry Lobin Process Service	678-326-8289
Shepherd, Elizabeth	Triple Threat Legal	404-951-0239
Singleton, Wesley	Capital Investigations	770-993-2900
Singleton, Wanda M	Independent	404-644-3195
Smith Jr, Bruce R	Attorney Personal Services, Inc	404-872-1200
Smith, Kylie	Independent	815-980-3055
Smith, Ronald L	R & L Certified Process Server	404-621-7630
Spears, Joye L	JLS Document Solutions	404-518-3836
Starks, Marc A	Independent	404-578-4591
Stanton, Christopher	Chameleon Investigations, Inc	404-784-6009
Staton Jr, Wilbur L	MLQ Attorney Services	252-412-0710
Stewart, Ronnie N	RSPSI, LLC	770-851-7645
Stinyard, Kelvin	MLQ Attorney Services	501-257-0404

Stone, Rodney	Stone Legal Services, LLC	678-457-1472
Swindle, Frank L	Independent	404-519-8986
Tamaroff, Paul K	Attorney Personal Services, Inc	404-872-1200
Tassaw, Berhane	MLQ Attorney Services	404-455-1603
Thompson, Vanessa	I Spy for you Legal Services	404-901-0700
Tort, Henry	Independent	678-431-7364
Trossarello, Amy	Ancillary Legal Corporation	404-459-8006
Underwood, Rob	Jerry Lobin Process Service	404-502-2653
Washington, Sabrina	SMS Protection & Investigation Services	678-472-5070
Watt, Roosevelt	Independent	404-503-6522
Webber, Melinda	Metro Legal Support	404-673-3507
Weeks, Frances M	Independent	770-218-2600
West, Eric N	MLQ Attorney Services	404-216-2466
Whiting, Aaron D	Independent	678-227-1249
Williams, John P	Independent	706-340-9301
Williams, Kevin	Independent	470-213-3317
Williams, Lavern	Independent	678-799-2778

Winkelman, Nanlangford	The Source Investigative	706-291-6490
Wright, Christopher	Provest Litigate	404-664-1972
Wolfe, Lisa L	Silas, Inc	678-358-6801
Yi, Kim	Independent	404-542-5950
Young, Eugene R	Independent	404-840-3877
Zayas, Roberto Jr	R2 Legal Solutions Inc	404-429-6436