

**APPOINTMENT AS PRIVATE CIVIL PROCESS SERVER IN  
WASHINGTON COUNTY, ARKANSAS INSTRUCTION SHEET**

**TO: ALL CURRENT PROCESS SERVERS AND NEW APPLICANTS**

**FROM: CIRCUIT JUDGES, WASHINGTON COUNTY, ARKANSAS**

**DATE: JANUARY 1, 2020**

**PROCEDURE:**

- 1. Review Administrative Order No. 20 of the Arkansas Supreme Court and all forms provided to you by the Washington County Circuit Clerk.**
- 2. File the *Petition for Appointment and Authorization to Serve Legal Process* or the *Petition for Renewal of Appointment and Authorization to Serve Legal Process and the Affidavit of Petitioner* with the Washington County Circuit Clerk. (The current filing fee is \$140 for the initial petition and \$50 for renewal as of 7/1/11.) You will note the initial petition for appointment requires the signature of the Washington County Sheriff. Both petitions require the attachment of a corporate surety bond in the amount of \$10,000 covering the number of years you seek appointment or reappointment, with a maximum of 3 years. Be sure the bond recites that it covers Divisions 1,2,3,4,5,6,7 and 8 in Washington County. If you intend to apply in Benton County, your bond should also reflect those courts as well as any others.**
- 3. On the Order of Appointment as Process Server legibly complete your name and address.**
- 4. Once the required paper work is filed with the clerk and you have paid your fees the clerk will then send file marked copies to the Administrative Judge along with your Order for a signature. Upon signing the Order the Judge will then return it to the Washington County Circuit Clerk's office for filing.**
- 5. After the clerk files the Order you will be notified to come back in and pick up a certified copy of it. You will then take it to the 1<sup>st</sup> floor to the IT Department, so that you may have a picture identification card made.**

**IN THE CIRCUIT COURT OF WASHINGTON COUNTY, ARKANSAS**

**NUMBER 72LS- \_\_\_\_\_ - \_\_\_\_\_**

**IN THE MATTER**

**OF APPOINTMENT OF \_\_\_\_\_**

**TO SERVE LEGAL PROCESS**

**PETITION FOR APPOINTMENT AND AUTHORIZATION TO SERVE  
LEGAL PROCESS**

Comes now \_\_\_\_\_, and petitions the court for an order of appointment as civil process server in accordance with Rule 4(c)(2), Arkansas Rules of Civil Procedure, and Administrative Order Number 20, and states:

1. Petitioner seeks appointment to serve process in Washington County, Arkansas and as established by affidavit satisfies the minimum qualifications:

- (A) Is eighteen years of age or older and a citizen of the United States;
- (B) Has a high school diploma or equivalent;
- (C) Has not been convicted of a crime punishable by imprisonment for more than one year or a crime involving dishonesty or false statement, regardless of the punishment;
- (D) Holds a valid driver's license from one of the United States;
- (E) Has attached a corporate surety bond containing language substantially similar to that required in the Order IN THE MATTER OF THE APPOINTMENT OF PERSONS AUTHORIZED TO SERVE LEGAL PROCESS IN WASHINGTON COUNTY, ARKANSAS, filed in case number WPS 92-1.
- (F) Has obtained the approval of the Sheriff of Washington County as evidenced by the Sheriff's signature:

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Sheriff of Washington County, Arkansas

2. Petitioner certifies that [he/she] is familiar with the provisions of Rules 4, 5 and 45 of the Arkansas Rules of Civil Procedure and applicable Arkansas law and with the various documents to be served; that [he/she] will carry a certified copy of his or her order of appointment, and a valid driver's license, when serving process, and will upon request or inquiry, present this identification at the time service is made.

3. Petitioner is a resident of \_\_\_\_\_,  
County, Arkansas with a mailing address of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

WHEREFORE, Petitioner prays that this Petition be granted and that the Court enter an Order authorizing service of civil process in WASHINGTON COUNTY, ARKANSAS.

\_\_\_\_\_  
Petitioner

STATE OF ARKANSAS )

COUNTY OF \_\_\_\_\_ )

I state on oath that I have read the foregoing Petition and that the statements contained therein are true and correct to the best of my present knowledge and belief.

\_\_\_\_\_  
Petitioner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**IN THE CIRCUIT COURT OF WASHINGTON COUNTY, ARKANSAS**

**NUMBER 72LS- \_\_\_\_\_ - \_\_\_\_\_**

**IN THE MATTER OF THE RENEWAL OF APPOINTMENT OF**

**\_\_\_\_\_ TO SERVE LEGAL PROCESS**

**PETITION FOR RENEWAL OF APPOINTMENT AND AUTHORIZATION**

**TO SERVE LEGAL PROCESS**

Comes now \_\_\_\_\_, and petitions the Court for an Order of renewal of appointment as civil process server in accordance with Administrative Order Number 20 and Rule 4(c)(2), Arkansas Rules of Civil Procedure, and states:

1. Petitioner was appointed to serve legal process in Washington County, Arkansas by order of the court dated \_\_\_\_\_, a copy of which is attached hereto as Exhibit A.
2. Petitioner seeks a renewal of this appointment and files this petition and a supporting affidavit. The affidavit establishes that Petitioner meets the minimum qualifications to serve process:
  - (A) Is eighteen years of age or older and a citizen of the United States;
  - (B) Has a high school diploma or equivalent;
  - (C) Has not been convicted of a crime punishable by imprisonment for more than one year or a crime involving dishonesty or false statement, regardless of the punishment;
  - (D) Has a valid driver's license from one of the United States;
  - (E) Has attached a corporate surety bond containing language substantially similar to that required in the Order IN THE MATTER OF THE APPOINTMENT OF PERSONS AUTHORIZED TO SERVE LEGAL PROCESS IN WASHINGTON COUNTY, ARKANSAS, filed in case number WPS 92-1.
3. Petitioner certifies that [he/she] is familiar with the provisions of Rules 4, 5 and 45 of the Arkansas Rules of Civil Procedure and applicable Arkansas law and with the various documents to be served; that [he/she] will carry a certified copy of his or her order of appointment, and a valid driver's license, when serving process, and will upon request or inquiry, present this identification at the time service is made.

4. Petitioner is a resident of \_\_\_\_\_,  
County, Arkansas with a mailing address of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

WHEREFORE, Petitioner prays that this Petition be granted and that the Court enter an Order renewing authorization of Petitioner to serve civil process in WASHINGTON COUNTY, ARKANSAS.

\_\_\_\_\_  
Petitioner

STATE OF ARKANSAS )

COUNTY OF \_\_\_\_\_ )

I state on oath that I have read the foregoing Petition and that the statements contained therein are true and correct to the best of my present knowledge and belief.

\_\_\_\_\_  
Petitioner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**IN THE CIRCUIT COURT OF WASHINGTON COUNTY, ARKANSAS**

**NUMBER 72LS- \_\_\_\_\_ - \_\_\_\_\_**

**IN THE MATTER OF THE OF APPOINTMENT OF**

**\_\_\_\_\_ TO SERVE LEGAL PROCESS**

**AFFIDAVIT OF PETITIONER**

Comes now, \_\_\_\_\_, the Petitioner, and being first duly sworn, upon his/her oath deposes and says:

1. I am a resident of \_\_\_\_\_,  
County, Arkansas and my address is:

\_\_\_\_\_  
\_\_\_\_\_

2. My occupation is \_\_\_\_\_ and I am  
employed by \_\_\_\_\_, whose address  
is:

\_\_\_\_\_  
\_\_\_\_\_

3. I have filed a petition requesting [renewal of] approval from the Circuit Court of WASHINGTON COUNTY, ARKANSAS to serve process in accordance with the Rules of Civil Procedure and the laws of the State of Arkansas. [Petitioner was appointed to serve legal process in the Circuit Court of WASHINGTON COUNTY, ARKANSAS by order of the court dated \_\_\_\_\_, a copy of which is attached hereto as Exhibit A.]

4. In support of the Petition, Petitioner states that I meet the minimum qualifications to serve process:

- (A) I am eighteen years of age or older and a citizen of the United States.
- (B) I have a high school diploma or equivalent.
- (C) I have not been convicted of a crime punishable by imprisonment for more than one year or a crime involving dishonesty or false statement, regardless of the punishment.
- (D) I hold a valid driver's license from one of the United States.

(E) I have attached to my petition a corporate surety bond containing language substantially similar to that required in the Order IN THE MATTER OF THE APPOINTMENT OF PERSONS AUTHORIZED TO SERVE LEGAL PROCESS IN WASHINGTON COUNTY, ARKANSAS, filed in case number WPS 92-1.

(F) I have obtained the approval of the Sheriff of Washington County as evidenced by the Sheriff's signature on my petition or a previously filed petition.

5. I am familiar with, and have read and understand, Rules 4, 5, and 45 of the Rules of Civil Procedure and represent to the Court that I am familiar with the requirements of the service of civil process in the State of Arkansas and with the various documents to be served. I will comply with the requirements set forth in those rules and the orders of the court. I further state that I will endeavor to stay current with any changes to the law concerning the service of process as well as the Rules of Civil Procedure pertaining thereto.
6. I will carry a certified copy of my order of appointment, and a valid driver's license, when serving process and will, upon request or inquiry, present this identification at the time service is made.

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
PETITIONER

\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_

STATE OF ARKANSAS)

COUNTY OF \_\_\_\_\_

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

IN THE CIRCUIT COURT OF WASHINGTON COUNTY, ARKANSAS

NUMBER \_\_\_\_\_

IN THE MATTER OF THE APPOINTMENT OF \_\_\_\_\_  
TO SERVE LEGAL PROCESS

ORDER OF APPOINTMENT AS PROCESS SERVER

Pursuant to Rule 4 (c)(2), Arkansas Rules of Civil Procedure, and Administrative Order Number 20, after reviewing the petition, affidavit, and other information submitted by Petitioner for appointment to serve legal process in Washington County, Arkansas, the court finds as follows:

That the petition should be, and hereby is, approved; this appointment is effective for \_\_\_\_\_ years, until 12:00 Midnight, \_\_\_\_\_, 20\_\_\_\_\_, unless terminated earlier by court order.

Name of Process Server: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

County in which authorized to serve process: Washington

The circuit clerk shall file this order and provide a certified copy of it to the process server and the sheriff of the county. The circuit clerk of the county shall add the Petitioner to the list of qualified process servers that it maintains and posts.

The process server shall carry a certified copy of this order of appointment and an Arkansas driver's license, when serving process and shall, upon request or inquiry, present this identification at the time service is made.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Administrative Circuit Judge