

# Superior Court of Cobb County

## Permanent Process Server Letter

**To:** Prospective Permanent Process Servers

**From:** Kimberley L. Hicks, Public Services Manager

**Date:** June 7, 2006

**RE:** Permanent Process Server Program

Attached you will find an application to become a process server for Cobb County Superior Court. The qualifications are as follows:

1. Must submit an application,
2. Must be endorsed by a member of the State Bar of Georgia in good standing to have good character, honesty and integrity,
3. Be at least 18 years of age,
4. Must consent to a background check and must have not committed any serious criminal offenses,
5. The application must be approved by the Court Administrator.

Once the application has been approved, your order will be mailed to you and it will be in effect through January 4, 2008.

If you have any questions, please do not hesitate to contact Kimberley Hicks at (770) 528-1811.