

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

**NUMBER** \_\_\_\_\_

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

**APPLICATION 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. Applicant seeks appointment to serve process in Pulaski & Perry Counties, Arkansas and, as established by the affidavit accompanying this application, satisfies these 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; and
- (E) 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.

2. When serving process, applicant will carry a certified copy of his or her order of appointment, and a valid driver's license and will, upon request or inquiry, present this

identification at the time service is made.

3. I acknowledge that I must notify the court in writing immediately in the event that I am convicted of a crime punishable by imprisonment for more than one year or a crime involving dishonesty or false statement, regardless of the punishment or no longer hold a valid driver's license and that my appointment to serve process will be revoked.

WHEREFORE, Applicant prays that this Application be granted and that the Court enter an Order authorizing service of civil process in Pulaski & Perry Counties, Arkansas.

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\_\_\_\_\_  
Applicant

STATE OF ARKANSAS)  
COUNTY OF \_\_\_\_\_)

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

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\_\_\_\_\_  
Applicant

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

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

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