

IN THE CIRCUIT COURT OF PULASKI COUNTY, ARKANSAS

NUMBER _____

**IN THE MATTER OF THE RENEWAL
OF APPOINTMENT OF _____
TO SERVE LEGAL PROCESS**

**APPLICATION 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. Applicant was appointed to serve legal process in Pulaski & Perry Counties, Arkansas by order of the court dated _____, a copy of which is attached hereto as Exhibit A.

2. Applicant seeks a renewal of this appointment and files this application and a supporting affidavit. The affidavit accompanying this application, establishes that Applicant 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) 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.

3. 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.

4. 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 renewing authorization of Applicant to serve civil process in Pulaski & Perry, Counties Arkansas.

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.

Applicant

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____