

IN THE CIRCUIT COURT OF _____ 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 _____ Count[y][ies], 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 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) Any additional qualifications of judicial circuit]

(3) Applicant 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. Applicant is a resident of _____, _____ County, Arkansas with a mailing address of: _____.

WHEREFORE, Applicant prays that this Application be granted and that the court enter an Order renewing authorization of Applicant to serve civil process in _____, Count[y][ies] 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: _____