

APPOINTMENT OF SPECIAL PROCESS SERVER

Supplement 2

INSTRUCTIONS

I. Specific Instructions

1. This form is to be used when the Court determines that for the purpose of a particular proceeding, it is appropriate to appoint a special process server to better perfect service.
2. O.C.G.A. § 53-11-2 provides that a party to a probate proceeding who is not sui juris must be represented by a guardian provided that the Court may appoint a guardian ad litem or determine that the natural guardian, guardian, conservator, or testamentary guardian has no conflict and may serve. Should a guardian ad litem be necessary because a party is not sui juris, use Supplement 1.
3. Use Supplement 3 when an additional certificate of service is necessary.

II. General Instructions

General instructions applicable to all Georgia Probate Court Standard Forms are available in each Probate Court or at www.gaprobate.gov, labeled GPCSF 1.

IN THE PROBATE COURT OF _____ COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF _____)
)
_____,) ESTATE NO. _____
DECEASED/MINOR/ADULT WARD/)
ALLEGED INCAPACITATED ADULT)

ORDER TO APPOINT SPECIAL PROCESS SERVER AS TO PETITION

[Name of Petition]

IT IS ORDERED that _____
[Full name of person appointed] First Middle Last

is hereby appointed as Special Process Server in the above matter, and the following documents
shall be served _____
[List documents to be served]

upon _____
[Full name of person to be served] First Middle Last

SO ORDERED this ____ day of _____, 20____.

Judge of the Probate Court

IN THE PROBATE COURT OF _____ COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF _____)
_____))
_____,) ESTATE NO. _____
DECEASED/MINOR/ADULT WARD/)
ALLEGED INCAPACITATED ADULT)

RETURN OF SPECIAL PROCESS SERVER AS TO PETITION

[Name of Petition]

I have served _____
[Full name of person to be served] First Middle Last

personally with a copy of the (documents as ordered) (following documents):

[List of documents served]

at the following address:

Street City County State Zip Code

at ____: ____ a.m./p.m. on _____, 20____

Signature of Special Process Server

Printed Name

Sworn to and subscribed before me
this ____ day of _____, 20____.

NOTARY/CLERK OF PROBATE COURT
My Commission Expires: _____

**IN THE PROBATE COURT OF _____ COUNTY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
 _____)
 _____,) **ESTATE NO.** _____
DECEASED/MINOR/ADULT WARD/)
ALLEGED INCAPACITATED ADULT)

RETURN OF SPECIAL PROCESS SERVER AS TO PETITION

[Name of Petition]

I have this day attempted to serve _____
[Full name of person to be served] First Middle Last
 personally with a copy of the (documents as ordered) (following documents):

[List documents served]

at the following address:

Street City County State Zip Code

but was unsuccessful in process of service due to:

 Signature of Special Process Server

 Printed Name

Sworn to and subscribed before me
 this ____ day of _____, 20__.

 NOTARY/CLERK OF PROBATE COURT
 My Commission Expires: _____