

## **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](http://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: \_\_\_\_\_