

IN THE CIRCUIT COURT OF _____ COUNTY, ARKANSAS

NUMBER _____

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

ORDER OF APPOINTMENT AS PROCESS SERVER

Pursuant to Rule 4 (c)(2), Arkansas Rules of Civil Procedure, and Administrative Order Number 20, after reviewing the application, affidavit, and other information submitted by Applicant for appointment to serve legal process in _____ Count[y][ies], Arkansas, the court finds as follows:

That the application should be, and hereby is, approved; this appointment is effective for _____ years, until 12:00 Midnight, _____, 2____, unless terminated earlier by court order.

Name of Process Server: _____

Address: _____

Count[y][ies] in which
authorized to serve process: _____

This appointment is effective for every division of circuit court and for every district court in said count[y][ies].

The circuit clerk shall file this order and provide a certified copy of it to the process server, and the circuit clerk and sheriff of each county of this judicial circuit wherein approval has been granted. The circuit clerk(s) shall add the Applicant to the list of qualified process servers that it maintains and posts.

The process server shall carry a certified copy of this order of appointment and a valid driver's license, when serving process and shall, upon request or inquiry, present this identification at the time service is made.

Entered this ____ day of _____, 2____.

Circuit Judge