

Private Process Server Program Application Requirements

Minimum Qualifications

- 18 yrs. or older
- Resident of Guam (at least 1 yr. preceding application)
- Must have no felony or misdemeanor convictions involving fraud and dishonesty
- Must submit to fingerprinting and a background investigation, which shall include the right to obtain and review the criminal record of the applicant, if one exists

Fees

- \$300.00 for Opening a Special Proceedings Case (For Private Process Servers)
- \$50.00 for Training, Examination and Background Check by the Marshal of the Courts. This includes identification card and fingerprinting as may be required by the Presiding Judge. (For Government and Private Process Servers)

(These fees must be paid annually at the time of renewal)

Required Documents to be Submitted with Application to the Special Process Server Program Coordinator

- Application: One (1) original and one (1) copy, plus 3 more copies of the Provisional Certification form attached
- Guam Business License (Required for Private Process Servers)
- Declaration stating the applicant is and was a legal resident of Guam for at least one year prior to application and has continually
- Declaration stating that the applicant will well and faithfully serve process in accordance with the law, and otherwise comply with all laws of Guam and regulations of the Judiciary of Guam
- Declaration stating that the applicant has no felony or misdemeanor convictions involving fraud and dishonesty
- Two color photographs (2" x 2")
- Petition for Appointment of Special Process Server
- Provisional Certification (**The Annual Standard Certification form will be required upon the successful completion of the Training, Examination and Background Check**)

All inquiries should be directed to the Special Process Server Program Coordinator, Elaine Naputi at 475-3110 or the Clerk of Court, Danielle Rosete at 475-3420. Administrative Rule No. 10-002-01 for the Special Process Server Regulations can be viewed on the Judiciary of Guam's website at <http://www.guamcourts.org/information/rulereg.html>.



APPLICATION FOR SPECIAL PROCESS SERVER

(Certified private process servers are not employees of the court and may not in any way represent themselves as such. Private process servers may not, in any way represent themselves as "peace officers" unless they are peace officers. Approval as a certified private process server does not, in itself, confer peace officer status on the holder.)

Last Name		First		M.I.	DATE
Mailing Address					
Street Address				Apartment / Unit#	
City			State		ZIP
PHONE Home:	Work:	Cell:	E-mail:		Social Security No:
Length of Time at Present Address:		Previous Address if less than one (1) year at present address:		How long at this address?	
Driver's License No:		Expiration Date:			
Date of Birth:	Height:	Weight:	Hair Color:	Eye Color:	
Education (include highest grade completed)					
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever been or are you now employed by any law enforcement agency? YES <input type="checkbox"/> NO <input type="checkbox"/>		If Yes, give department, position and dates of:			
Have you ever been convicted of a felony or a misdemeanor involving fraud or dishonesty? YES <input type="checkbox"/> NO <input type="checkbox"/>		If Yes, explain:			
Have you ever been arrested or detained by any police authority or government official? YES <input type="checkbox"/> NO <input type="checkbox"/>		If Yes, explain:			
Have you ever been convicted, or pled guilty, no context, or nolo conterderl to any criminal offense? YES <input type="checkbox"/> NO <input type="checkbox"/>		If Yes, explain:			
EMPLOYMENT					
Company			Phone: ()		
Address			Supervisor		
Job Title:			How Long:		Years Mos.

DISCLAIMER AND SIGNATURE

I hereby certify that all information contained in this application is true, complete, and correct to the best of my knowledge and belief. I understand that any falsification, misrepresentation, or omission in this application shall be reason for determining me ineligible for certification.

I authorize a background investigation and fingerprinting to be conducted to verify and determine if I have a criminal record.

Signature: _____ Date: _____

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Name:
Address:
Home Phone:
Work Phone:

IN THE SUPERIOR COURT OF GUAM

IN THE MATTER OF THE)	SPECIAL PROCEEDINGS CASE
)	NO. SP
APPOINTMENT OF)	_____
_____ ,)	Petition for Appointment of
)	Special Process Server
AS A SPECIAL PROCESS SERVER)	
)	
PETITIONER.)	
_____)	

Petitioner, _____, hereby moves the Court Pursuant to Administrative Order 10-002-01 of the Supreme Court of Guam, for an Order appointing him/her as Special Process Server.

Petitioner believes that the appointment of Special Process server is in the best interest of judicial efficiency and economy.

Petitioner, _____, is over the age of eighteen (18) years, a resident of Guam and will be doing business as _____ within the Territory of Guam.

NOW THEREFORE, Petitioner moves for an Order appointing the undersigned to process serve in any and all action pending the within entitled Court.

Date: _____

SPECIAL PROCESS SERVER

Name:
Address:
Home Phone:
Work Phone:

IN THE SUPERIOR COURT OF GUAM

IN Re: THE MATTER OF THE)
APPOINTMENT OF)
_____)
APPLICANT FOR SPECIAL PROCESS)
SERVER LICENSE)
_____)

SPECIAL PROCEEDINGS
CASE NO. SP-_____ - _____
PROVISIONAL CERTIFICATION

Petitioner _____, Applicant for a Special Process Server License pursuant to Administrative Order 10-002-01 of the Supreme Court of Guam, having submitted proper application to the Private Process Server Program Coordinator, and such application appearing provisionally to comply with the requirements of licensing of Special Process Servers,

IT IS HEREBY ORDERED that _____ is hereby provisionally appointed a Special Process Server pursuant to Administrative Order 10-002-01, pending completion of all requirements of that Administrative Order. This Provisional Certification will expire 120 days from the entry of this Order or when Full Certification is either granted or denied, whichever is first.

DATED this ____ day of _____, _____

PRESIDING JUDGE
SUPERIOR COURT OF GUAM