



Update: April 2024

The Judicial Officer in the World

USA National Association of Professional Process Servers (NAPPS)

Name (singular and plural): **Process Server / Process servers**

Presentation

Generalities

Approx. 15,000 process servers work within approx. 10,000 offices. Some operate as independents; others are employed by the court and within sheriff's offices. They work together with approx. 50,000 staff.

Formation - Training

Initial and ongoing training of process servers

Each of the 50 States and the District of Columbia have different laws, rules, and requirements regarding the service of process. To become a process server, various levels of training are required, depending on the state and/or jurisdiction. This training is normally compulsory, but some states require a certification examination. Duration: 1-2 years. In states that have certification and licensing, ongoing continuing education and training is required annually.

Ongoing training for the staff of process servers

Ongoing training courses are not available for the staff of process servers.

The exercise of the profession

In certain states, a professional exam is necessary to exert the profession of process server. Requirements vary from state to state. At least one state requires all process servers to be appointed by a judge. The number of process servers is not limited. A process server can exert his activities within a structure including another or several other process servers. Between 30 and 40% of process servers exert individually.

The profession is represented at national level by the **National Association of Professional Process Servers (NAPPS)**.

Obligations of the process server and ethical rules

The process server is submitted to the following obligations relating to his activities:

- Compulsory service of the process server and possible cases of exemption of service.
- Prohibition of service in certain cases (relationship, union, conflict of interest...).



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- Cases and conditions in which the process server must exert his activities personally.
- Conditions of keeping of archives of the process server.
- Bookkeeping.
- Obligation to comply with ethical and/or deontological rules.

Each state and the District of Columbia have civil rules of procedure and statutes to which they must adhere. In addition, some states have boards and panels that govern the acts of process servers operating in their state or jurisdiction. They can discipline process servers for violating their rules. NAPPS maintains its own code of ethical conduct and strictly enforces its member's adherence to them.

Activities

Enforcement of court decisions

The enforcement of court decisions is not an activity exerted by private process servers.

Service of judicial or extrajudicial documents

The process server can serve judicial and/or extrajudicial documents in civil, commercial and/or criminal matters.

Forced public auction sales

The process server cannot carry out the forced public auction sale of goods.

Voluntary public auction sale

The process server cannot carry out the voluntary public auction sale of goods.

Other activities (X = yes)	
Debt collection	
Statements of facts	
Sequestration of goods	
Legal advice	
Bankruptcy proceedings	
Missions entrusted by a judge	
Mediation	
Representation of parties in the court	
Drawing up of private deeds and documents	
Court service	
Real estate management	