



RISK & ASSOCIATES

County Civil Process & Judgment Enforcement

Court Officers, Deputy Sheriffs, Eviction Specialists & Process Servers

Agreement Initial and Signature Form

To become a Process Server for Risk & Associates County Civil Process you are required to initial next to each question below. By initialing each, you are acknowledging that you understand the question and will abide by the instructions given. These questions will help explain what is expected of you as a Process Server for County Civil Process.

- _____ Are you able and will you agree to update your attempts and service information as soon as possible on the same day they are made?
- _____ Will you contact us immediately when you have an issue arise that would keep you from serving our papers in a timely fashion so that we can make other arrangements to serve?
- _____ Will you check your emails at least twice a day, once in the AM and once in the PM for any correspondence from County Civil Process?
- _____ Will you answer any emails you have received from Count Civil Process on the day you receive them?
- _____ Will you sign and Mail the original Proof of Service or Affidavit the office within 24 hours of service?
- _____ Will you leave a business card or Notice of Pending Action provided to you by County Civil Process on each attempt and make note of it in your attempt log on the Civil Process Worksheet provided?
- _____ Will you carry a smart phone with you and contact County Civil Process with any problems you have during your service attempts between 8am and 5pm so we may assist while you are at the address for service?
- _____ Will you accept documents for service by e-mail?
- _____ Will you agree that under no circumstances will you subcontract to another process server or company any of the work you receive from County Civil Process?
- _____ Will you agree that under no circumstances will you attempt to contact a client of County Civil Process for any reason unless instructed to do so by a County Civil Process representative?
- _____ Will you agree to appear in court when requested to testify regarding a challenged Service of Process that you performed?
- _____ Will you agree to activate your personal County Civil Process email and install all necessary and required programs on your computer and other devices 48 hours of being hired?

Signature

Date