#### IN THE COURT OF CHANCERY

#### OF THE STATE OF DELAWARE

### SPECIAL PROCESS SERVER REQUIREMENTS

Beginning May 1, 2008 it will be necessary for all persons serving process for Court of Chancery matters to be registered with the Court. This will be a license renewable annually by May 1. All companies and law firms who have in their employ individuals they want to register to be eligible to serve process must pay an initial registration fee of \$300 and an annual renewal fee of \$300. In addition, the company/firm must list the names of those individuals within their organization that they want to register as process servers. There will be an additional fee of \$50 per person named, renewable annually as well. Fees paid for the company/firm and individuals can be combined on one check made payable to Register in Chancery. Checks should be remitted to the attention of Ken Lagowski, Register in Chancery Office Administrator in Wilmington.

This process will eliminate the need to file Motions and Proposed Orders for Special Process Server and beginning May 1, 2008 such Motions and Proposed Orders will no longer be accepted. Copies of the approved Application for Designation as a Special Process Server will be the document the process server need carry with him to show authorization by the Court to serve process. The only thing the Register's Office will still require in each individual case is a letter of instructional information to assist them in preparing summonses in instances where you still want the Register in Chancery to prepare the summonses. Filing of a Praecipe and using the Sheriff is also still an option.

Any questions in regard to registration and implementation should be directed to Ken at 255-0539.

# APPLICATION OF COMPANY/FIRM TO BE REGISTERED TO HAVE A DESIGNATED MEMBER OF THEIR ORGANIZATION AUTHORIZED AS A SPECIAL PROCESS SERVER FOR THE COURT OF CHANCERY

I swear or affirm u	nder oath that:		
The information pr	ovided is true and accur	ate to the best of my k	mowledge.
It is the responsibil service of process for the coutlined.	lity of the company/firm company/firm comply w		
its agencies from and again loss of use of property cause contractors or employees a performance or failure to p	sed or alleged to be cause and which arise out of th	r injury, loss of life, o sed by acts or omission te contractors or emplo	or damage to or ns of its oyees'
the foregoing is true and co	orrect.		
Date	Manager of Compan	y/Firm Making Appli	cation
SWORN TO AND SUBSO	CRIBED before this	day of	

Notary Public

PROCESS SERVER FOR THE COURT OF CHANCERY OF THE STATE OF DELAWARE:
I,
I further swear/affirm under oath that:
I will perform personal service of Court of Chancery documents in a business-like manner in accordance with all applicable statutes, rules of procedure and Court of Chancery policies and procedures regarding service.
I acknowledge that I may not represent myself as an officer of the Court.
I will accurately, completely and legibly provide to the Court the requisite information on each document relative to service, as specified by the Court.
I will indemnify and hold harmless the State of Delaware and all its agencies from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused by or alleged to be caused by my acts or omissions and which arise out of my performance or failure to perform as specified above.
I am 18 years or age or older.
I am not a party to the case for which I am serving process.
I declare under penalty, under the laws of the State of Delaware, that the foregoing is true and correct.
Date Signature of Special Process Server Applicant
SWORN AND SUBSCRIBED before me thisday of,

Notary Public

CERTIFICATION OF APPLICANTS SEEKING DESIGNATION AS SPECIAL

## COURT OF CHANCERY OF THE STATE OF DELAWARE

## **Authorization of Special Process Server**

Name of Applicant	
8 01	, IW 2
Company/Firm Employing Applicant	
Application reviewed by Ken Lagowski or	n
Approved Denied	
	Chancellor
Expiration date of this appointment	

# APPLICATION OF INDIVIDUAL SEEKING DESIGNATION AS SPECIAL PROCESS SERVER FOR THE COURT OF CHANCERY OF THE STATE OF DELAWARE:

1. NAME OF INDIVIDUAL		
2. HOME ADDRESS		
3. HOME PHONE4. WORK PHONE		
5. DRIVERS LICENSE NO		
6. DATE OF BIRTH		
7. HEIGHT 8. WEIGHT		
9. HAIR COLOR 10. EYE COLOR		
11. COMPANY/FIRM NAME		
12.COMPANY/FIRM ADDRESS		
13. HOW LONG HAVE YOU BEEN WITH THE COMPANY/FIRM?		