

**STATE OF DELAWARE  
DESIGNATION OF SPECIAL PROCESS SERVER  
FOR CASES FILED IN THE JUSTICE OF THE PEACE COURT**

I, \_\_\_\_\_, declare that I have never been convicted of a felony, have never been dishonorably discharged from the military and have resided in Delaware for two years immediately preceding the date of filing of the certificate. I will perform the duties of a process server in this state and will comply with all requirements set forth in the original application which I submitted to the Justice of the Peace Court.

I further declare that:

My birthdate is: \_\_\_\_\_ My age is: \_\_\_\_\_

My home address is: \_\_\_\_\_  
\_\_\_\_\_

My telephone number is: (home) \_\_\_\_\_ (work) \_\_\_\_\_

My work address is: \_\_\_\_\_  
\_\_\_\_\_

I declare under the penalty of perjury under the laws of the State of Delaware that the foregoing is true and correct.

Executed on: \_\_\_\_\_ Executed at: \_\_\_\_\_  
(Date) (Place)

\_\_\_\_\_  
Signature of Registrant

**SWORN TO AND SUBSCRIBED** before me, a notary public of the State of Delaware, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**Return this completed form to:**

**Court Administrator  
Justice of the Peace Court Administrative Office  
2 Penns Way, Suite 100B  
New Castle, DE 19720**

For Internal Use Only:

APPROVED: \_\_\_\_\_  
(DATE)

DENIED: \_\_\_\_\_  
(DATE)

EXP. DATE \_\_\_\_\_

\_\_\_\_\_  
APPROVED BY: Court Administrator or Designee