



COURT OF CHANCERY

SPECIAL PROCESS SERVER REQUIREMENTS

All persons, other than the Sheriff, wishing to serve process for the Court of Chancery matters, must be registered with the Court. This registration will be renewable annually on May 1 of each calendar year.

Individuals or agencies wishing to become designated as special process servers registered with the Court of Chancery must complete the following:

- Application of Company to be Registered,
- Application of an Individual Seeking Designation as Special Process Server, and
- Affidavit of each Individual Applicant Seeking Designation as a Special Process Server within a Company.
- These forms may be located on the court's website under the Forms section.

Each agency and individual submitting an application will be charged a fee as shown below:

- The Applicant, or the company that employs them, must pay a registration fee of \$300.00 for the company at the time the application is submitted.
- Each individual employee the company seeks to register as a process server must pay a registration fee of \$50.00 each.
- The registration of the company and individual servers must be done annually with an annual renewal fee of \$300.00 for the agency, plus \$50.00 per person whom the company seeks to register as a special process server.
- Payment may be remitted by check to the Register in Chancery.

Once the agency is registered and the individual application has been approved, a copy of the approved Application for Designation of a Special Process Server **must be carried by the process server while perfecting service**. This will demonstrate authorization by the Court for that individual.

Motions and proposed orders for the appointment of a special process server are no longer necessary and will not be accepted.

In all cases, parties may choose to forego the use of a special process server and instead may file a praecipe to utilize the local Sheriff to serve process.

Any questions regarding registration and implementation should be directed to Toni Orem at (302) 856-1050 or Sheila Boyer at (302) 255-0552.



COMPANY APPLICATION
TO BE REGISTERED FOR A DESIGNATED MEMBER OF
THEIR ORGANIZATION TO BE AUTHORIZED
AS A SPECIAL PROCESS SERVER

I swear or affirm under oath that:

The information provided is true and accurate to the best of my knowledge.

It is the responsibility of the company to ensure that all persons who provide service of process for the company comply with the Court's requirements as outlined.

The company will indemnify and hold harmless the State of Delaware and all its agencies from and against all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused by acts or omissions of its contractors or employees and which arise out of the contractors or employees' performance or failure to perform as specified.

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

Print Name

Signature

Date

Company Name & DE Business License Number

SWORN TO AND SUBSCRIBED before this ____ day of _____, 20__.

Notary Public



**CERTIFICATION OF APPLICANT
SEEKING DESIGNATION AS SPECIAL PROCESS SERVER**

I, _____, (please print) swear/affirm under oath that I will perform the duties of a process server in compliance with the provisions of law governing the service of process in Delaware.

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, and that I will carry a copy of the approval order registering me as a special process server when serving process.

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 of 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

Agency Name: _____

SWORN AND SUBSCRIBED before me this _____ day of _____, 20__.

Notary Public



**APPLICATION OF INDIVIDUAL
SEEKING DESIGNATION AS SPECIAL PROCESS SERVER**

(Please Print)

1. NAME OF INDIVIDUAL _____

2. HOME ADDRESS _____

3. HOME PHONE No. (____) _____

4. WORK PHONE No. (____) _____

5. DRIVERS LICENSE STATE & NO. _____

6. DATE OF BIRTH _____

7. HEIGHT _____ 8. WEIGHT _____

9. HAIR COLOR _____ 10. EYE COLOR _____

11. COMPANY NAME _____

12. COMPANY ADDRESS _____

13. HOW LONG HAVE YOU BEEN WITH THE COMPANY? _____

14. WHAT JOB TITLE DO YOU HOLD WITH THE COMPANY? _____