

Sebastian County Circuit Clerk  
901 South "B" Street, #205  
PO Box 1179  
Fort Smith AR 72902

## **INSTRUCTION SHEET FOR PROCESS SERVERS**

Obtain forms on our website <http://www.sebastiancountyar.gov/Departments/CircuitClerk/Resources.aspx>  
OR Administrative Office of the Courts <https://courts.arkansas.gov/forms-and-publications/court-forms/process-servers>

If on Sebastian County's website, then click on the package you need, Package for NEW applicant or if you are already an approved Process Server in Sebastian County, click on Package for RENEWAL

### **NEW APPOINTMENT**

If you are seeing a new appointment, you will need to fill out the forms: Affidavit, Application, Order and AOC cover sheet

- Fill out the forms
- Mail or bring the completed forms to the Circuit Clerk's Office with a filing fee of \$140.00 (cash or money order, we do not accept credit/debit cards)
- Once the assigned Judge signs the order, we will mail you a certified copy of the Order. According to Rule 20, a process server is to carry the certified copy of the Order with them while serving process. We will also send a certified copy of the Order to the Sebastian County Sheriff
- Your term will be for not more than three (3) years. At or close to the end of your term you will have to apply for a renewal. See the instructions below for renewal.

### **RENEWAL OF APPOINTMENT**

If you are renewing an appointment, you will need the forms: Affidavit, Application for Renewal, Order and AOC cover sheet:

- Fill out the forms
- Mail or bring the completed forms to the Circuit Clerk's Office with a re-open fee of \$50.00 (cash or money order, we do not accept credit/debit cards) NOTE: if you were appointed prior to 2002, you will have to open a new Civil Case (as outlined above in NEW APPOINTMENT)
- Once the assigned Judge signs the order, we will mail you a certified copy of the Order. According to Rule 20, a process server is to carry the certified copy of the Order with them while serving process. We will also send a certified copy of the Order to the Sebastian County Sheriff
- Your term will be for not more than three (3) years.