

Process Server Job Description

- Serve papers
- Provide reports
- Serve court processes and orders, such as subpoenas and summonses
- Receive papers to be served from attorney, court clerk, or magistrate
- Use state, county, and city records, telephone directories, public utility records, to locate persons to be served and deliver document
- Record place and time of delivery
- May deliver documents between courts and attorneys and general messages
- Deliver summonses
- Track down defendants
- Know a defendant's schedule.