



# CLERK / RECORDER COUNTY OF HUMBOLDT

825 5<sup>TH</sup> STREET, FIFTH FLOOR  
EUREKA, CALIFORNIA 95501    PHONE (707) 445-7593    FAX (707) 445-7324

## Process Server Registration

A Process Server is any person who makes more than 10 services of process within this state during one calendar year, for specific compensation or in expectation of specific compensation, shall file a certificate of registration as a process server with the county clerk of the county in which he or she resides or has his or her principal place of business. Any corporation or partnership that derives or expects to derive compensation from service of process within this state shall also file a certificate of registration as a process server with the county clerk of the county in which the corporation or partnership has its principal place of business.

### Persons Exempt From Registration

- Any sheriff, marshal, or government employee who is acting within the course of his or her employment.
- An attorney or his or her employees.
- Any person who is specially appointed by a court to serve its process.
- A licensed private investigator or his or her employees.

### To Register as a Process Server

- **STEP 1** - obtain and complete forms - submit in person to the Clerk / Recorder's Office and pay fees.
- Provide original Process Server bond in the amount of \$2000.00 in the name of the person, partnership, or corporation that is registering.
- Pay process server application and recording fees. Acceptable forms of payment include only cash, check, or money order which must be made payable to the Humboldt County Recorder's Office.
  - ◆ Registration filing fee \$117
  - ◆ Bond recording fee - first page \$13
  - ◆ Recording fee - each additional page \$3
- Submit completed original process server registration form.
- Submit all forms and the required fee in person between 9:00 a.m. and 4:00 p.m. at the County Recorder Clerk's Office. Note: Appointment required
- **STEP 2** - Obtain Live Scan fingerprint records for each registrant on the form. Note: Live Scan form will be provided by the Clerk /Recorder's Office following registration.

Note: Staff members are not authorized to serve under their employer's process server registration. All staff members who serve 10 or more services per year will be required to register as a natural person in order to be in compliance with sections §22350 - §22356 of the California Business & Professions code.

Office hours are 8:30 a.m. to 4:30 p.m., however in order to have your bond recorded **you must be at our office no later than 4:00 p.m. Please allow at least 30 minutes to process your registration.**