

Alabama Civil Procedures: An Overview of Service of Process

Instructor

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Office Hours

9:00 a.m. – 6:00 p.m.
Sunday thru Friday
- Closed Saturdays-

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Course Overview

The purpose of this course is to provide an overview of the rules that govern service of process in the State of Alabama and the procedures that must be followed to successfully complete it correctly.

CE: 2.0

Required Text: None

Course Material and Resources

- Alabama Rules of Civil Procedure – Rule 4
- Alabama Private Investigation Board – Administrative Code
- Chapter 741-x-5: Professional Standards of Practice
- Alabama Rules of Professional Conduct
- <http://judicial.alabama.gov/library/RulesBarConduct>
- The Practical Guide to Process Serving, by Wm. Stage

Registration Fee: \$65 Classroom; \$65 Online

Classroom Instruction

Huntsville West, 3001 9th Ave SW, Huntsville, AL 35805.

Live Zoom Online Meeting – From your Home or Office

This option is only available to students who have access to a computer, tablet or mobile device. You will be required to view a PowerPoint presentation and video. For most devices, you will NOT have to download or install an application.

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System Requirements: An internet connection – broadband, wired or wireless (3G or 4G/LTE); speakers or microphone – built in or USB plug-in. A webcam or HD camera, or wireless Bluetooth.

Maximum Number of Students: 30

Course Outline

Topics	Subject	Learning Objectives
	An Overview of History of Process (10 min)	Grasp the important role process plays the US legal system and what it looks like today.
Topic 1	Legal Terms, Definitions and Meanings (20 min)	Make sense of commonly used words and phrases involving service of process.
Topic 2	Process Server Requirements (10 min)	Know who can be a Civil Process Server in Alabama and recognize how it differs from other states.
Topic 2	Methods/Types of Service (50 min)	Explain the four (4) most common approaches to serving process: Personal; Substitute; Posting; and Certified Mail. Explain how modern technology, including social media is changing the field.
Topic 3	Complaints, Summons and Returns (15 min)	Recognize the contents of a typical Alabama Service Packet
Topic 4	A Day in the Life of a Process Server – Video Clips (5 min)	Gain a better understanding of the right and wrong ways to serve process.
Topic 5	Ethics of Process Serving (10 mins)	To be aware of the ethical challenges of process serving and the consequences that are associated with it.

Payment & Refund Policy

The registration fee must be paid prior to the start of class. We offer a variety of methods for you to remit payment. You may pay online at TrainAlabama.com using a credit/debit card, or we can send you an invoice. We can also accept the following: Cash/PayPal/CashApp/Company Check.

Registration fees are non-refundable. If you are unable to attend class, or otherwise need to cancel, the fee will not be refunded but it may be used towards a future class conducted by TrainAlabama.com.

Additional Information

- Students are expected to arrive on time, actively participate, and remain in class until dismissed.
- Certificates of Completion will be emailed to webinar students within 24 hours of completing the course. Students who attend live training will receive their Certificate of Completion at the end of class.

About the Instructor

Michelle L. Riley is a dynamic speaker and experienced trainer with more than six years of training notaries and civil process servers. In September 2019, the Alabama Private Investigation Board approved her as one of its Certified Trainers (CT007) allowing her to offer educational courses to Alabama's private investigators. Michelle owns two businesses: *Alabama Notary & Process Server*, and *Notaries for Alabama*. She is an Alabama Licensed Private Investigator, and Licensed Insurance Agent. When she isn't training, she works as an HR Generalist for a local non-profit organization where she is responsible for employee relations and workplace investigations. Michelle graduated from UAHuntsville, where she earned a B.A. degree in Communications.

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