Process Server 101  
Day Two

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| Instructor **Michelle L. Riley APIB Certified Trainer – #007 Alabama Licensed PI - #584 Civil Process Server** Phone **(256) 503-6595** Email **Michelle@TrainAlabama.com** Office Hours **9:00 a.m. – 6:00 p.m. Sunday thru Friday - Closed Saturdays-** Mailing Address **6275 University Dr. NW Suite 37, Box 125 Huntsville, AL 35806** | Course Overview The purpose of this course is to prepare students for the rewarding and exciting career as an Alabama Process Server. This is the first half (4-Hours) of an eight hour class. The State of Alabama does not require its process servers to be licensed. There are no education or testing requirements.  Process Server 101 familiarizes students with Alabama state process laws, including Rules of Civil Procedure, and Administrative Codes. They will learn the different methods/types of service and how to properly effect service on individuals, and corporations.  Students will receive a Certificate of Completion at the end of Day One and Day Two of training.  Please Note: Students have the choice of taking one or both classes. However, students will need all eight hours (Day One and Day Two) in order for them to have a full understanding of the role and responsibilities of a process server.  **CE: 4.0 Approved for Alabama Private Investigators** Required Text There are no required textbooks or material for students to purchase. Course Material and Resources  * Alabama Rules of Civil Procedures: Rule 4.0; 4.1; 4.2 and 4.3 * Alabama Code 1975 – 13A-7-2; thru 7-4 * The Process Server’s Handbook, by Kenneth Brennan * The Practical Guide to Process Serving, by Wm. Stage  Registration Fee  * $87.50 Classroom Environment * $82.50 Live Online Video Conference  Classroom Instruction Process Server 101 will be held at the following location: Huntsville West, 3001 9th Ave SW, Huntsville, AL 35805. Parking is available in front of the building and on the side street. The front doors may be locked. Text or call the instructor when you arrive to be buzzed in. Light refreshments will be served. Live Zoom Online Meeting – From your Home or OfficeThis 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. You will also be required to download and print the training manual and handouts. It is recommended that you log in to the meeting 5-10 minutes before start time to ensure your device is compatible. For most devices, you will NOT have to download or install an application. Just click the link, provide your contact information and password, and you’ll be connected. **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

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| Topics | Subject | Learning Objectives |
|  | Introductions and Overview (10 min) | N/A |
| Topic 1 | Phase III/Field Work | What to look for and what to say to the person being served. Identification of the person to be served. Documents that must be delivered. When to take photos. How to handle refusals/difficult serves and bad addresses. |
| Topic 2 | Phase IV/Wrap-Up and Close Out | Documenting efforts; notifying the client of outcome; Completing Affidavits (Returns) of Service; Getting necessary documents notarized, if applicable. Filing at the Courthouse. Close out of file. |
| Topic 3 | Tools of the Trade | Office and field equipment/supplies necessary for running a successful process serving business. |
| Topic 4 | Safety Measures | Steps to take to insure process server safety; and to minimize liability. |
| Topic 5 | Show Me the Money | Expected Income; Fees; Invoicing and Bookkeeping; Tracking Expenses |
| Topic 6 | Resources | Associations and Groups that support and educate process servers; tracking tools; and CME. |
|  | Question & Answer Session |  |

# 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. We can send you an invoice. We accept the following: Cash/Credit Card/PayPal/CashApp/Business 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

* Instructor Expectations – Students are expected to arrive on time, actively participate, and remain in class until dismissal time.
* 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 an experienced trainer with more than six years of adult education under her belt, 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 top-notch educational courses to Alabama’s private investigators. Michelle is the owner of two businesses: *Alabama Notary & Process Server,* and *Notaries for Alabama*. She is an Alabama Licensed Private Investigator, and a licensed Insurance Agent. Michelle is a graduate of UAHuntsville, where she earned a B.A. degree in Communications.

# Why use TrainAlabama.com for your educational requirements?

* TrainAlabama.com is committed to offering a variety of interesting, cost-effective classes to meet the needs of private investigators and process servers.
* Classes are held on a monthly basis, allowing students to select a date and time that works best for their busy schedule (weekends and evenings, too!).
* Students can choose to attend in-person at a clean, secure and comfortable environment (Huntsville West) where they can network with their colleagues; or they can enjoy our live, Zoom Online options.
* Students can create a free, personal account on TrainAlabama.com. This account will make it possible for students to view a comprehensive list of all the classes they’ve attended and/or registered for. This makes it easier to track continuing education credits.