



# Understanding Your Duties as a Process Server

Process servers play a critical role in the legal system. Your work ensures individuals are properly notified of legal action and given the opportunity to respond—a constitutional requirement for due process. Understanding your duties is the foundation of professionalism, safety, and legal compliance.

## 1. Serve Legal Documents Lawfully

- Deliver documents such as summonses, subpoenas, protection orders, small claims notices, eviction notices, wage garnishments, and bank garnishments.
- Never serve documents in a case where you are a party.

## 2. Maintain Strict Neutrality

- Do not give legal advice or explain the case.
- Do not argue with recipients.
- Your role is to deliver documents and document attempts.

## 3. Perform Due Diligence

- Make multiple attempts at varied times.
- Attempt service on different days, including weekends.
- Document every attempt clearly.

## 4. Accurately Identify the Recipient

- Confirm the individual's identity before serving.
- Ask for them by name without revealing the purpose.
- Do not serve someone if you are unsure of their identity.

## 5. Follow Local & State Regulations

- Each state has rules for service of process; understand the rules in your jurisdiction.
- In Washington, review RCW 18.180 and civil procedure guidelines.

## 6. Document Everything

- Record date, time, address, weather, and outcome of each attempt.
- Describe the individual served.
- Take photos when appropriate.

## 7. Complete a Legally Valid Proof of Service

- Include your name, date of birth, business address, documents served, service method, attempts, and signature.
- Ensure accuracy, as this document may be used in court.

## 8. Maintain Professional Conduct

- Dress appropriately, remain calm, and speak respectfully.
- Keep interactions brief.
- Avoid confrontation.

## 9. Prioritize Safety

- Stay aware of surroundings and trust your instincts.
- Never enter a home or closed building.
- Leave immediately if the situation escalates.

10. Respect Confidentiality

- Protect all documents and information.
- Store proofs of service securely.
- Do not share case details publicly or on social media.

Thank you for serving with professionalism, integrity, and dedication to due process.