

## Miscellaneous Testing Information

### GEORGIA CERTIFIED PROCESS SERVER EXAM

**Testing Location:** The GCPS exam will be given at the

Administrative Office of the Courts

254 Washington St, SW, Atlanta, GA 30334

David Ratley Training Room, Third Floor

There are up to three available seatings with a limit of 40 applicants each. Once the limit is reached, that seating will be closed.

**Directions & Parking:** Driving directions to the AOC are available through any internet mapping program, or go to <http://www.georgiacourts.gov/index.php/contact-us> to click on the "Map It" (Google) link under the address information. Note to out-of-towners: Courtland Street becomes Washington Street when it crosses Martin Luther King Jr. Drive, SW.

There is public parking on Washington Street in the block beyond Trinity Street on the right hand side. It is next door to the Trinity United Methodist Church (brick church, red doors). There is also \$5.00 parking behind the Capitol building off Capitol Avenue when the legislature is not in session.

**Security & Registration:** The building will be open by 8:30 a.m. Allow time to pass through Security on the ground floor. You will need to sign in and show picture ID. Weapons of any kind will have to be returned to your car. Take the elevator to the third floor, turn left, and follow signs to "GCPS EXAM".

Please arrive at Registration at least 15 minutes prior to your assigned exam time. You will need picture ID at Security and at Registration. In the exam room, your cell phone will have to be turned off and stowed out of sight.

**Exam & Results:** Once the exam is started, you will have two hours to complete it and turn in your form. Bring a soft lead pencil or two and reading glasses, if necessary. Your results will be sent to your e-mail address on record within 3-5 business days.

**For further information:** Please contact [process-server@gaaoc.us](mailto:process-server@gaaoc.us) or 404-463-5127.

We look forward to seeing you at the GCPS State Exam.