



2014 Annual Meeting Minutes Tennessee Association of Professional Process Servers

Saturday March 15, 2014

9:00 AM - Double Tree Hotel, 2424 Atrium Way, Nashville, TN 37214

1. Meeting called to order by President - Jim Belli (JB)
2. Informal Introduction of the members of the TAPPS Board
Jim Belli (JB) - Pres, Joyce Mercer (JM) - Vice Pres., Paul Moore (PM) - Secretary
3. Introduction of NAPPS Board members attending convention
Larry Yelon - Former President of NAPPS, Currently on the Board of Directors
Eric Vennes - Current President of NAPPS (FNG)
John Perez - Former President of NAPPS, Current President of the New Jersey Professional Process Servers
4. Introduction of the members of TAPPS
Harry Brooks - Distinguished guest -Member of the House of Representatives.
Amy Bettis - Representative of Serve Now and Serve Manager
Deborah Duchon - Current GAPPS President

9:20 AM - Opening Prayer - Led by Barry Kaley and Pledge of Allegiance

9:25 AM - Open Discussion for Members

Jim Belli discussed the TAPPS e-mail addresses Pres - president@tntapps.org, Vice Pres. - vicepresident@tntapps.org, Tres. - treasurer@tntapps.org, Sec - secretary@tntapps.org

JB - started open discussion with serving process if property is marked with "No Trespassing" sign. Serving in gated communities. Need some type of education or training for serving papers in situations like this.

Barry Kaley (BK) thinks it might not behoove us to pursue the matter with Legislature or changing laws to accommodate process servers. Thinks it might be something we need to accomplish locally. Get with city police and work it out with them and Sheriff's department.

JB - Why should I join TAPPS? This is our livelihood. State of Tennessee has not set forth any guidance for process servers. Anyone over 18 and not a party to the complaint can be a process

server. Criminals or pedophiles can serve papers. We in TAPPS hold ourselves to a higher standard and we try to serve papers right. We have a Code of Ethics. Eric Vennes says to reach out to other states who have had same problems that we are having and see what they did to formulate regulations for process servers. Georgia is a good example.

Should we be registered in the State of Tennessee? Should we have an ID Badge and have our registration number on our badge?

10:15 AM – Break

10:30 AM - Approval of Board minutes and 2013 Convention Minutes

Minutes were passed out as a handout on table for review. JB motions to approve minutes, Mike Avery 2nds, All Approve (AA)

Introduction of New TAPPS Members

10 New members:

Ben & Clayton Kellogg, Dennis Long, Jason Hughes, John & Lisa Walker, Kenneth Brown, Sarah Land, Scott Williams & Vanessa Ellison. If you attend the Annual Convention we can make you an ID badge recognizing you as a Certified Process Server in Tennessee.

10:40 AM

Guest Speaker - Rep Harry Brooks out of Knox County

Financial stability of the State of Tennessee is good - we are the one of least indebted states.

There might be a way with the connections we have with the attorneys to set up a meeting with the Administrative Office of the Courts (AOC) and begin process of working with the AOC to determine - What can we do to enhance our professional standards that we have as an organization? Rep Brooks continues speaking about bill in Legislation.

10:50 AM - JB says we will divert from agenda so the Rep Brooks can sit in on Barry Kaley's presentation.

Barry Kaley speaks on Certification of Process Servers. Go through the AOC to try to do a registration or certification of process servers. Amends Tennessee Code Annotated Title 20.

[HB1953](#) by [*Stewart](#) ([SB2152](#) by [*Tate](#)) as introduced requires the AOC to issue registration Numbers to any person seeking to serve process for the courts of this state who is not less than Eighteen years of age; requires a registration number to be included on the return for any process Served. We need to ask Legislature to put this on hold.

On behalf of the Tennessee Association of Professional Process Servers (TAPPS), I submit for your consideration a Proposed Rule that would seek to certify and register process servers within the State of Tennessee through court rule, rather than through legislation and changes in the Tennessee Code Annotated. The purpose of this rule would be to further the professionalism of process service without limiting the service of process under existing Code and Rules of Civil Procedure.

A precedent for this already exists in Rule 41: Rules of Ethics for Spoken Foreign Language Interpreters in Tennessee courts and Rule 42: Standards for Court Interpreters, where the Administrative Office of the Courts has established qualifications for the State Certified and State Registered Court Interpreters.

In the spirit of that type of qualification and oversight of professional process servers providing valuable, needed services in the orderly administration of justice within the Tennessee Court System, please consider the enclosed. This consists of a Proposed Rule for Certification and Registration of Process Servers in Tennessee and a Code of Conduct for Registered Process Servers.

The Association stands ready to meet with members of the Administrative Office to discuss and finalize this proposal.

BK goes on to discuss the Proposed Rule: Standards for Process Servers

Section 1. Scope

Section 2. Definitions

Section 3. State Certified Process Server

Section 4. Removal of Process Server Certification

Section 5. Certification; Issuance of Number and Identification Card

11:30 AM – Introduction of current GAPPS President - Deborah Duchon

Paul Tamaroff – Former NAPPS President accompanying Deborah to assist in presentation. Started GAPPS.

GAPPS founded 12 years ago. Only authorized provider under AOC for certification.

GAPPS based program off Arizona's certification program.

AOC – Marla Moore – Head of Georgia's program

Certified Process Server can serve anywhere in the state of Georgia.

To become a certified process server – you need to take a 12 hour pre-certification course. Then there is a test after course that the AOC puts together. Prove you are a US Citizen and undergo a

finger print based background check. Have a \$25,000.00 Surety Bond.

GAPPS has been designated as the only authorized provider of the twelve hours of certification training course required before one may take the certification test and apply for certification and also designated as the authorized provider of the 5 hour Continuing Education course. Once Certified, you are required to take 5 hours of CE each year of your 3 year certification (15 hours total).

Left a book on their course.

12:00 PM - Break for Lunch

1:15 PM - Deborah Duchon continues her presentation on certification process to become a Certified Process Server.

GAPPS leaders have worked closely with the Administrative Office of the Courts and Judicial Council to develop a certification program that insures that Certified Process Servers in Georgia are fully cognizant of the laws that govern process serving in Georgia and understand their professional responsibilities.

The 12 hour Pre-Certification class that is being offered by GAPPS is advanced as far as the material being covered and is intended for those that have served process before and wish to take this class to fulfill the requirement for statewide certification.

250 members in GAPPS.

1:45 PM – Larry Yellon - Former President of NAPPS, Currently on the Board of Directors.
Eric Vennes - Current President of NAPPS

Discussion regarding current TN legislation and Introduction to the Private Civil Process Service Training Program, National Legislative Changes Education: Standards, Best Practices and the Policy Manual. Process Server News - Nationwide

Legislation in different states. Assault Law – Michigan, Registration of Process Servers – Licensing Federal lawsuit filed in New York against Mayor and past Mayor – Pulling monies from process servers in fines.

New York - 1970 – Licensed process servers. GPS being used by process servers and sent to a third party and stored. \$95.00 to serve papers in New York. Using GPS may cause service to go to \$120.00. Bonds for process servers.

2:30 PM – Barry Kaley continues his presentation - Certification of Process Servers.

Bulk process – certain standards set for collection cases. GPS used for serving papers was one of the standards. Full description of individual served. Return of service Affidavit of Service.

Processservice.com

Training – Registration, Certification, Code of Conduct and Ethics Statement. Federal & Tennessee Civil Court system. Tennessee Code Annotated & Tennessee Rules of Civil Procedure as it applies to Process Serving.

Process Server Safety - ex. Expandable batons – weapons training (handguns, stun-guns)

Process Server Standards for the Collection Industry - Civil court forms

General - Operating a Business (Employment laws, tax laws, licensing, book-keeping, record keeping, accounts payable & accounts receivable.)

Process service data bases (Paper based, Owner developed, Commercial Software)

Forwarding process service out of county or state (Procedures, rules, working with other servers / companies.

Process service legal glossary and terms.

Service of Process and Returns of Service (Types of service, time limits on process, local rule requirements)

Code of Conduct for Registered Process Servers

2:55 PM – Amy Bettis – Representative from ServeNow Marketing ServeNow Serve Manager software. Online Marketing tips that you can use with her software. They support local organizations in marketing their business. Online marketing is cost effective. You need to have a good website with good content. Have a good domain name. You need to use your email addresses with the domain name. Have a good website design. Needs to be clean and professional in design. Have your phone number on your webpage. Start a blog on your website. Have local search optimization. Get it where a google search will bring your business up at the top of the page when doing a search. 50% of all businesses list on Google Plus. Make sure that your Name, Address & Phone number match with everything that you do online. ServeNow, PI Now and Serve Manager are some of the marketing tools that are available for online use.

3:20 PM - Break

3:35 PM – MojoMediaPros.com – Zack Lomis, General Manager of MojoMediaPros – Integrate search engine optimization. Make our website a little more user friendly. Our present website is out of date. Build our website to meet the needs of today's market.

4:10 PM – Officer and Committee Chair Reports

Web Chair report – Jim Belli – MojoMediaPros TAPPS owns the .net, .com and .org

Treasures report – Balance as of now - \$7,757.90 Handout with the deposits and expenditures for TAPPS, Copy of latest statement

Regional Committee Chair report

East Tennessee and Middle Tennessee tried to have a meeting but had no interest from members.

West Tennessee- Sue Lynch chaired meeting in Memphis

Training Committee Chair – Barry Kaley gave his presentation on the subject.

TAPPS Old Business - Jim Finney proposed the Larry Pritchett Award and it was tabled but still under review. Gear the Larry Pritchett Award towards the NAPPS - McDonald Award.

Trespass signs – under interpretation. If there is a fence with a gate – No entry

If there is no gate – it is up to the individual as to how they wish to proceed.

TAPPS New Business – Web site update, Registration of Process Servers

5:00 PM *Nominations for Officers:*

Jim Belli for President: Mike Avery motions, Joyce Mercer seconds, AA

Judy Denny for Vice President: Jim Belli motions, Joyce Mercer seconds, AA

Barry Kaley for Treasurer: Joyce Mercer motions. JB seconds, AA

Paul Moore for Secretary: Jim Belli motions. Joyce Mercer seconds, AA

We will have a continuity book for each office so that it will make it easier to fulfill the offices on the board of TAPPS.

– The new Board of Directors take the Oath of office. Rick Cooper administers oath to JB and JB administers oath to new board members.

5:10 PM – President Jim Belli moves to adjourn. All approve.

End Minutes