

The court takes the appointment of private process servers seriously. These individuals act on behalf of and with the authority of the court.

Pursuant to La. C.C.P. Art. 1293, the court shall appoint a person “over the age of majority, not a party and residing within the state **whom the court deems qualified** to perform the duties required...Any person who is a Louisiana licensed private investigator shall be presumed qualified to perform the duties required to make service.”

The court therefore offers the following guidelines for the materials that should accompany requests for the appointment of private process servers, in addition to any other legal requirement. The information should establish or inform that:

- 1) The proposed person meets the qualifications of article 1293;
- 2) The private investigator licensure status and number, if applicable;
- 3) The lack of a criminal record of the person being proposed;
- 4) If not a private investigator, the relevant job history of the proposed person that suggests he or she has the experience, training, and/or judgment to carry out the duties in a professional and appropriate manner.
- 5) If the appointment is of a juridical person under paragraph (c) of the article, the name, address, and nature of the business and any relevant information, such as whether the business or its employees are licensed private investigators, are screened for criminal history, and any other relevant information.