

Process Server Startup Kit

Oklahoma

A Step-by-Step Guide to Starting Your Business

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Not a law firm. This document provides procedural information only.

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Pre-Launch Checklist

Complete each item before you serve your first document. This checklist helps you stay organized and avoid delays.

- Confirm you are age 18 or older (12 O.S. §158.1)
- Confirm you have been an Oklahoma resident for at least 6 months
- Confirm you have been a resident of your county for at least 30 days
- Obtain a \$5,000 surety bond (12 O.S. §158.1)
- Complete the license application and pay the \$150 fee (12 O.S. §158.1)
- Purchase general liability insurance (verify coverage amounts with your insurer)
- Set up a dedicated business phone number and email address
- Purchase a reliable vehicle for service of process
- Buy a GPS device or GPS-enabled smartphone for logging service attempts
- Create a system for tracking attempts, mileage, and expenses
- Open a separate business bank account
- Set up a filing system for affidavits and client records

Licensing Roadmap

This table shows the steps to become a licensed process server in Oklahoma. Verify current fees with the court clerk before applying.

Step	Action	Cost	Time	Statute
1	Confirm age 18+, OK residency 6mo, county residency 30 days	None	1-2 weeks	12 O.S. §158.1(B)
2	Obtain \$5,000 surety bond for faithful performance	\$50-\$150/yr	1-3 days	12 O.S. §158.1(C)
3	Complete application at court	None	Same day	12 O.S. §158.1



Step	Action	Cost	Time	Statute
	clerk's office			
4	Pay statewide license fee	\$150	Same day	12 O.S. §158.1(C)
5	Publish public notice (if required by court)	Varies	1-2 weeks	Verify with court
6	Attend hearing (if protest filed)	None	Varies	12 O.S. §158.1
7	Receive license from court clerk	None	Same day	12 O.S. §158.1
8	Renew license every 3 years	\$15/renewal	Before expiration	12 O.S. §158.1

Source: 12 O.S. §158.1. Verify current fees with your local court clerk.

Equipment and Supplies

These items will help you do your job well. Costs are estimates. Shop around for the best prices.

Item	Purpose	Est. Cost
Reliable vehicle	Travel to service locations	\$5,000-\$30,000
Smartphone with GPS	Navigation and GPS logging	\$0-\$100/mo
Digital camera or phone camera	Photograph service locations	\$0-\$300
Portable printer	Print affidavits in the field	\$100-\$300
Body camera (optional)	Record service attempts	\$50-\$200
Uniform or professional attire	Present a professional appearance	\$100-\$300
Filing supplies (folders, labels)	Organize case files	\$30-\$60
Notary stamp (if becoming a notary)	Notarize documents	\$50-\$100
Laptop or tablet	Complete digital forms on the go	\$300-\$800
Mileage log book or app	Track deductible mileage	\$0-\$20



Income Projection

These price ranges are typical in the industry. Your actual income will depend on your location, experience, and number of clients. No income is guaranteed.

Service Type	Price Range	Notes
Standard service (routine)	\$35-\$75	Per document; varies by county and distance
Rush service (same day or next day)	\$75-\$150	Premium for urgent deadlines
Skip tracing (locate person)	\$50-\$150	Fee plus expenses; varies by difficulty
Stakeout or multiple attempts	\$50-\$125	Per hour or per attempt; negotiate in advance
Service by publication setup	\$100-\$300	Includes newspaper coordination
Court filing or document retrieval	\$25-\$75	Per document plus mileage

Important: These are typical ranges only. Research your local market. Set your own rates based on costs and desired profit.

Operational Checklist

Use these checklists to keep your business running smoothly.

Daily Tasks

- Check voicemail and email for new assignments
- Plan route for today's service attempts
- Print or load necessary documents and forms
- Charge camera and GPS devices
- Fill vehicle with fuel

Weekly Tasks

- Complete and file all affidavits of service
- Invoice clients for completed services
- Reconcile mileage log with service records
- Follow up on pending or difficult serves



- Organize and file completed case files

Monthly Tasks

- Review income and expenses
- Pay estimated quarterly taxes if required
- Renew any subscriptions (software, databases)
- Review client feedback and adjust procedures
- Check license renewal date and bond status



Essential Forms

These forms are used regularly in process serving. Keep blank copies ready at all times.

Required Forms

- Affidavit of Service / Return of Service (12 O.S. §2004(G))
- Attempt Log (record each attempt with date, time, location, result)
- GPS Log (document coordinates of each service or attempt)
- Client Intake Form (collect case info, special instructions, deadlines)
- Field Notes Sheet (capture details while at service location)

Additional Useful Forms

- Non-Military Affidavit (SCRA compliance for default judgments)
- Due Diligence Affidavit (for service by publication or alternative methods)
- Invoice Template
- Client Agreement or Service Contract

Where to Find Forms

Form Source	Description	Location
AOC Process Server Forms	Application, Public Notice, License forms	oscn.net/static/forms/aoc_forms/processserver.asp
OSCN Court Forms	Entry of Appearance, general court forms	oksc.oscn.net/forms/
Create your own	Attempt logs, intake forms, field sheets	Use word processor or form builder

Continuing Education

Ongoing learning helps you stay current with law changes and improve your skills.

Resource	Type	Cost
NAPPS (National Association of	Membership, conferences,	\$150-\$300/yr



Resource	Type	Cost
Professional Process Servers)	webinars	
Oklahoma Process Server Association (if available)	State-level training	Verify with organization
OSCN Legal Research	Free access to Oklahoma statutes and case law	Free
Local court clerk orientation	Learn local rules and procedures	Free
Skip tracing courses (online)	Learn to locate hard-to-find people	\$50-\$500
Notary public commission	Add notary services to your business	\$25-\$100
Process server certification programs	National certification (optional)	\$100-\$400

Key Contacts

These organizations can help you with questions, training, and resources.

Organization	Purpose	Contact
Administrative Office of the Courts (AOC)	Statewide registry, licensing forms	oscn.net
OSCN (Oklahoma Supreme Court Network)	Court forms, case lookup, statutes	oscn.net
NAPPS	National professional association	napps.org
Oklahoma Secretary of State	Service on corporations	sos.ok.gov
DMDC (SCRA verification)	Verify military status of defendants	scra.dmdc.osd.mil
Just Legal Solutions	Oklahoma process serving resources	justlegalsolutions.org

Laws to Know

Study these laws carefully. They govern your work as a process server in Oklahoma.

- 12 O.S. §158.1 — Private process server licensing, qualifications, fees, bond
- 12 O.S. §2004 — Service of process methods, proof of service, time limits (180 days)



- 12 O.S. §2004.1 — Subpoena service (any person age 18+)
- 12 O.S. §2004.3 — Alternate delivery methods (commercial courier, overnight delivery)
- 12 O.S. §2005 — Service and filing of pleadings and other papers
- 12 O.S. §2006 — Time computation rules
- 50 U.S.C. §§3901-4043 (SCRA) — Servicemembers Civil Relief Act protections
- 15 U.S.C. §§1692-1692p (FDCPA) — Fair Debt Collection Practices Act
- 12 O.S. §1148.4-.5A — Forcible entry and detainer (eviction) service rules
- 41 O.S. §111, §132 — Residential landlord-tenant notice service

Key Points to Remember

Law	Key Requirement
12 O.S. §158.1	Must be licensed; carry license at all times; no badges
12 O.S. §2004(G)	Licensed servers must make affidavit of service with county, name, date, place, method
12 O.S. §2004(I)	Service must be made within 180 days of filing or action may be dismissed
SCRA (50 U.S.C. §3931)	Military affidavit required before default judgment; DMDC verification available
FDCPA (15 U.S.C. §1692c)	No contact before 8 a.m. or after 9 p.m.; no harassment; no false claims

Business Setup

Complete these tasks to set up your business properly. Some tasks may require professional help.

Task	Where to Start	Notes
Choose business structure (sole proprietorship, LLC, etc.)	Oklahoma Secretary of State (sos.ok.gov)	LLC offers liability protection; consult an accountant
Register business name	Oklahoma Secretary of State	Required for LLCs; optional DBA for sole proprietors
Get EIN (Employer Identification Number)	irs.gov (free)	Required if hiring employees; useful for banking
Open business bank account	Local bank or credit union	Keep personal and business funds separate



Task	Where to Start	Notes
Set up bookkeeping system	Spreadsheet, QuickBooks, or accountant	Track all income and expenses for taxes
Obtain city business license (if required)	Your city clerk's office	Check local requirements; not all cities require one
Register with Oklahoma Tax Commission	oktaxpayer.access.ok.gov	For sales tax if selling taxable goods/services
Obtain general liability insurance	Insurance agent or broker	Protects against claims of negligence or injury
Get errors and omissions (E&O) insurance	Insurance agent or broker	Covers mistakes in professional service
Create website or online presence	Website builder or web developer	Helps clients find you; build credibility

Disclaimer

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This document provides procedural information only. It is not legal advice. Laws change often. Verify all statutes, fees, and procedures with the court or a licensed attorney before taking action.

Verify Before Relying: Check current statutes at oscn.net or with your court clerk. The information in this guide was current as of April 2026.

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