



PROCESS SERVER SAFETY CHECKLIST

Field safety guide for every serve. Review before each assignment.

1. PRE-DEPARTURE SAFETY

- Inform office of route and estimated return time
- Charge phone fully; bring portable charger
- Vehicle inspection: fuel, tires, lights
- Check weather conditions for service area
- Brief review of recipient's background (any safety flags?)
- Confirm client has notified you of any known risks
- Emergency contact list in phone and written in vehicle
- Verify GPS / location sharing is active

2. ARRIVAL & APPROACH SAFETY

- Park facing exit direction when possible
- Observe surroundings before exiting vehicle
- Look for dogs, security cameras, gates, warning signs
- Note vehicle descriptions and license plates nearby
- Identify yourself clearly as “process server” — not law enforcement
- Stand at safe distance from door (arm's length +)
- Be aware of escape routes

3. DURING SERVICE SAFETY

- Never enter a residence or business without explicit invitation
- If recipient is hostile: back away, do not argue, leave documents if permitted
- Do not engage in physical confrontation under any circumstances
- If threatened: leave immediately, call 911 if necessary
- If asked to leave private property: comply immediately
- Never impersonate law enforcement or wear a badge
- Maintain professional demeanor at all times



4. POST-SERVICE SAFETY

- Return to vehicle promptly after service
- Document service details immediately (before leaving area)
- Take GPS coordinates / photos from vehicle if safe
- Debrief with office about any incidents
- Update attempt log with complete details
- Report any threats or safety concerns to office and law enforcement if needed

EMERGENCY PROTOCOLS

Situation	Immediate Action	Follow-Up
Hostile recipient	Leave calmly, return to vehicle	Notify office, consider law enforcement standby
Threatened with weapon	Leave immediately, call 911	File police report, notify client
Dog attack	Do not enter, retreat to vehicle	Note in file, inform client
Property damage accusation	Document everything, photos	Notify office, insurance if needed
Arrest / detainment	Remain calm, show license	Call office attorney, NAPPS hotline

Essential Emergency Numbers

911 Emergency	(539) 367-6832 JLS Office	Verify with OSBI Oklahoma State Bureau of Investigation	Verify with NAPPS NAPPS Member Hotline
-------------------------	-------------------------------------	---	--

Oklahoma Rules to Remember

Rule	What It Means for You
Tulsa County Rule 17	No weapons unless properly licensed. Badges are prohibited.
12 O.S. §158.1	License must be displayed when requested during service of process.

NOT A LAW FIRM



This document provides procedural information only. It is not legal advice.

Verify all statutes and rules with official sources before relying on them.