

Code of Ethics
North Carolina Association of
Professional Process Servers, INC.

Each member agrees to abide by the provisions and principles set forth herein when dealing with clients, general public, associate members and associates in business as follows:

1. Duties to Clients, General Public, Legal Entities

All work shall be performed in a lawful, professional and ethical manner. In the conduct of a member's professional and non-professional activities, nothing shall be done that would impugn the position, reputation, or name of NCAPPS, its members, or the process serving profession. Everything possible shall be done to avoid an appearance of impropriety and to protect the rights, interest and confidentiality of clients, entities being served, and the legal profession as a whole.

2. Licenses, Permits, Bonds, Other Requirements

Each member agrees to comply with and keep current during the tenure of his/her NCAPPS membership all necessary business licenses, bonds, permits, and any other requirements mandated by the city, county, and/or state in which the member conducts business.

3. Exchange of Work

Each member agrees to handle work sent to him/her by another member in a professional and ethical manner.

4. Proofs of Service, Not Found Returns, Other Reports

All documents shall be returned timely upon completing the work order. Each member shall comply with all instructions given by the forwarding agency. If a proof of service is provided by the sending party, it is mandatory that the serving party use that proof and fill it out in the manner requested.

5. Member Responsibility

Each member agrees to promptly pay for services rendered by another member unless other specific arrangements have been made. A member, whether or not an owner of the firm or business for which he/she works, is responsible for the lawful, professional and ethical conduct of that firm or business, and its employees.

Adopted by BOD and Founding Members 10-03-11