

Texas Association Of Professional Process Servers

CODE OF ETHICS

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

I. Duties to Clients, General Public, and 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 the Texas Association of Professional Process Servers, its members, or the process serving profession. Everything possible shall be done to avoid an appearance of impropriety and to protect the rights, interests and confidentiality of clients, entities being served, and the legal profession as a whole.

II. Certifications and Other Requirements

Each member agrees to comply with and keep current during the tenure of his/her membership all necessary certifications, court orders, business licenses, bonds, permits and any other requirements mandated by law by all jurisdictions in which the member conducts business.

III. Exchange Work

Each member agrees to handle work sent by another member professionally and ethically. Each member shall comply with all instructions given by the requesting member. Members shall not solicit future business from another member's client. When performing work for another member, the receiving member will not contact the sending member's client, unless specifically directed to do so. If a receiving member is asked to contact another member's client, the recipient shall not solicit future business, quote rates, or offer payment arrangements to the client.

IV. Reports

All proofs of service shall be returned promptly upon completion of work. All returns of non-service shall be provided promptly upon request of the sending party. Affidavits, proofs of service and returns of non-service shall not be withheld from a member pending payment. If an affidavit or 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. All notarized documents shall be executed in accordance with the laws of the jurisdiction in which the documents are notarized.

V. 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.