

MEMORANDUM

To: County Clerk

From: Judge \_\_\_\_\_, Presiding Judge of the Superior Court

Date:

Subject: Memorandum and Notice of Revocation of Process Server Registration pursuant to Business and Professions Code 22351.5(b)

Pursuant to B&P Code 22351(b) requiring judicial review of the records of any person who has applied for registration as a process server. The presiding judge of the Superior Court of \_\_\_\_\_ County has reviewed the criminal record of

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A decision in the matter of the above named individual registered as a  individual natural person,  corporate officer, or  general partner, who registered on \_\_\_\_\_, with the process server registration # \_\_\_\_\_ has been made.

A search of the records of the State of California Department of Justice and the records of the Federal Bureau of Investigation, based on the Live Scan of the above named registrant, has disclosed that the registrant was convicted of a felony. The presiding judge of the Superior Court of \_\_\_\_\_ County was requested by the \_\_\_\_\_ County Clerk to review the criminal record of the registrant per Business and Professions Code 22351(b).

After a review of those records, the registrant's felony conviction has been confirmed and pursuant to B&P§22351.5(b) the \_\_\_\_\_ County Clerk is directed to revoke the registration of said process server.

This memorandum is to be filed in the office of the \_\_\_\_\_ County Clerk and a copy placed with the certificate of registration of the process server. A certified copy of this memorandum is to be issued and mailed, certified mail "**return receipt requested,**" to the registrant at the address listed on their registration certificate for \_\_\_\_\_ County.

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Presiding Judge of the Superior Court  
of \_\_\_\_\_ County, California