



## **CODE OF ETHICS - STANDARDS OF PROFESSIONAL CONDUCT**

*Revision Approved by the Board of Directors on June 21, 2014*

Every member of this Association (formerly known as the California Association of Photocopiers and Process Servers) shall be familiar with and agrees to abide by the Code of Ethics of this Association.

### **1. PROFESSIONAL DUTY**

Every member of this Association shall conduct themselves within the bounds of the law, and do not permit, much less demand, any violation of the law or any manner of fraud that will effect due process or the rights and confidences of a client. Members should at all times maintain a high standard of conduct personally and professionally avoiding even the perception of misconduct, and shall respect this Association and its membership.

A member's commitment or obligation to a client shall never supersede the due process rights of a person or entity being served with legal process. Every available precaution should be taken to eliminate unethical or improper action in the service of legal documents. The rights of the person or entity being served with legal process should be protected at all times.

### **2. ADVERTISING**

The solicitation of business by false or misleading advertising is unprofessional and is prohibited by the professional standards and Code of Ethics of this Association.

### **3. FINANCIAL RESPONSIBILITY**

All members are expected to pay bills to other members promptly. Late payments can cause financial hardship. No member shall be expected to handle any assignment for any other member whose account is delinquent. Failure to handle services for a delinquent member shall not constitute a ground for filing grievances. Failure to pay any bill promptly shall constitute a ground for grievance and can subject the member to disciplinary action in accordance with the Manual of Policies and Procedures.

### **4. PROOF OF SERVICE – OTHER RELATED FORMS**

Proofs of service should only be executed after the registered process server has determined it accurately reflects his/her efforts and results. This would include any declaration of due diligence and declaration of mailing. It is unethical for a person other than the actual server to sign a process server's name to a proof of service, declaration or any other document under the penalty of perjury.

Notarization of any document shall be done in accordance with the laws of the State of California. Any effort or attempt to circumvent the notarization process is a violation of the Code of Ethics and state law, and as such, will be reported to the State authorities upon discovery.

Members are reminded that it is a criminal offense to induce (solicit, coerce, or influence) a notary to execute a false certificate or other writing.

Electronic signatures must be personally affixed, applied or signed to the proof of service or other documents only by the actual person executing the document. Electronic signatures must be only used in courts where law or court rules allow them.