

ADMINISTRATIVE ORDER  
NO. 2014-27

IN THE CIRCUIT COURT OF THE  
NINTH JUDICIAL CIRCUIT, IN AND  
FOR ORANGE AND OSCEOLA  
COUNTIES, FLORIDA

**ORDER GOVERNING CERTIFIED PROCESS SERVER PROGRAM,  
NINTH JUDICIAL CIRCUIT**

**WHEREAS**, pursuant to Article V, section 2(d) of the Florida Constitution and section 43.26, Florida Statutes, the chief judge of each judicial circuit is charged with the authority and the power to do everything necessary to promote the prompt and efficient administration of justice; and

**WHEREAS**, pursuant to the chief judge's constitutional and statutory responsibility for administrative supervision of the courts within the circuit and to create and maintain an organization capable of effecting the efficient, prompt, and proper administration of justice for the citizens of this State, the chief judge is required to exercise direction, *see* Fla. R. Jud. Admin. 2.215(b)(2), (b)(3); and

**WHEREAS**, sections 48.25 through 48.31, Florida Statutes, the Florida Certified Process Server Act ("Process Server Act"), expressly vests in the chief judge the authority to establish an approved list of Certified Process Servers who have met the requirements for certification under the Process Server Act and the requirements set forth by the Ninth Judicial Circuit of Florida; and

**WHEREAS**, the Sheriff of Orange County has discontinued, effective December 31, 2014, the special process server program created by the Sheriff under the provisions of section 48.021, Florida Statutes, and will not renew any appointments that lapse prior to said date; and

**WHEREAS**, the Sheriff of Osceola County will discontinue, effective December 31, 2014, the special process server program created by the Sheriff under the provisions of section 48.021, Florida Statutes; and

**WHEREAS**, due to the actions of the Sheriff of Orange County, and to prevent the lapse of appointments of a group of specially appointed process servers for Orange County, Emergency Administrative Order No. 2014-23, was issued September 29, 2014; and

**WHEREAS**, Emergency Administrative Order No. 2014-23 is temporary in nature, effective only until December 31, 2014, unless amended or superseded earlier by another administrative order, and shall not be construed as limiting or directing this Administrative Order in any manner; and

**WHEREAS**, section 48.27, Florida Statutes, authorizes the chief judge to establish said list of Certified Process Servers as an alternative means for the service of initial non-enforceable civil process, criminal witness subpoenas, and criminal summonses; and

**WHEREAS**, the undersigned Chief Judge has determined that establishing an approved list of Certified Process Servers for Orange and Osceola County would serve the interest of justice and judicial economy, preserve judicial resources, assist the bar in discharging the duties and obligations to clients, and benefit the citizens of Orange and Osceola County; and

**WHEREAS**, it is necessary for the Chief Judge to establish an administrative process for renewal, review, approval, certification and regulation of individuals meeting the necessary requirements to be certified as a process server empowered to serve process including initial non-enforceable civil process as provided by the Florida Statutes and this Administrative Order throughout the Ninth Judicial Circuit;

**NOW, THEREFORE, I**, Frederick J. Lauten, pursuant to the authority vested in me as Chief Judge of the Ninth Judicial Circuit of Florida under Florida Rule of Judicial Administration 2.215, do hereby order that the following standards, requirements and procedures shall be established for individuals to be eligible for inclusion on the approved list of Certified

Process Servers for the Ninth Judicial Circuit, **effective immediately**, and to continue until further order:

**I. DEFINITIONS:**

A. The *Act* shall mean the Florida Certified Process Server Act, sections 48.25 through 48.31, Florida Statutes.

B. The *Designee* shall mean one or more members of court administration staff, as assigned to assist with the ministerial operational aspects of the Certified Process Server Program and shall be referred to herein in the gender neutral plural (“its”).

C. The *Committee* shall mean the group of natural persons appointed by the Chief Judge.

D. The *Panel* is a group composed of three Committee members.

E. The *Program* is the process for certification of process servers as provided by the Act and this Administrative Order to allow them to serve process in both Orange and Osceola County as authorized by section 48.27, Florida Statutes.

F. *Certified Process Server* or *CPS* means a natural person who has met the requirements for certification pursuant to the Act, as well as those established by this Administrative Order, and who has been approved and placed on the Certified Process Server List.

G. The *Certified Process Server List* or *CPSL* shall mean the list of CPS maintained by Court Administration, and published by and available from Court Administration, the Orange County Clerk of Court, or the Osceola County Clerk of Court.

H. A *New Applicant* is a natural person applying for certification as provided in section 48.29, Florida Statutes, under the Program established by this Administrative Order.

I. A *Renewal Applicant* is a natural person who has already been certified as a process server as provided in section 48.29, Florida Statutes, under the Program established by this Administrative Order.

J. The *CPS Identification Card* shall mean the identification card to be issued by the Designee as required by section 48.29(5)(b), Florida Statutes. The CPS Identification Card is the property of the Ninth Judicial Circuit and must be immediately surrendered upon request of the Chief Judge or the Designee. The CPS Identification Card shall be valid for one (1) year from the date of issuance. It is the responsibility of the Applicant to safeguard the CPS Identification Card issued pursuant to the guidelines contained herein. There is a \$20.00 replacement fee if the CPS Identification Card is lost or stolen.

## **II. PURPOSE:**

The purpose of this Administrative Order is to establish a Program for the certification of process servers in the Ninth Judicial Circuit, for both Orange County and Osceola County, Florida, and to authorize them to serve process, as established by section 48.27, Florida Statutes, throughout the Ninth Judicial Circuit.

## **III. MAINTENANCE OF THE CERTIFIED PROCESS SERVER LIST:**

The Designee shall maintain a CPSL of process servers meeting the requirements of the Act and this Administrative Order. The CPSL may be amended at any time. The Designee and both the Orange County Clerk of Court and the Osceola County Clerk of Court shall make the CPSL available on the Court and respective Clerk's webpage and upon request.

## **IV. THE DESIGNEE:**

A. The Designee shall supervise the operation of the Program, recommend certification or removal of process servers from the CPSL, review any allegation of non-compliance and recommend disciplinary action relating to CPS, and perform such other

responsibilities as assigned.

B. The Designee, subject to approval by the Chief Judge, may adopt rules and regulations to implement and carry out the provisions of the Act, this Administrative Order or any part thereof, or any subsequent administrative order relating to the certification of process servers in the Ninth Judicial Circuit.

C. The Designee shall maintain records and minutes of any meetings, hearings, and all other official actions.

D. The name and contact information to reach the Designee is:

Helene Welch  
Court Operations Consultant  
Phone: (407) 836-0471  
Email: [ctadhw1@ocnjcc.org](mailto:ctadhw1@ocnjcc.org)

**V. THE COMMITTEE:**

A. The Chief Judge may appoint a group of natural persons to investigate and recommend process servers for inclusion in the CPSL, review allegations of non-compliance and recommend disciplinary action against CPS, recommend changes to the Program, or perform such other tasks as are established by this Administrative Order or delegated by the Chief Judge.

B. The Chief Judge shall make all appointments to the Committee. Each appointee shall serve at the Chief Judge's pleasure and discretion.

C. All Committee members shall serve without compensation or reimbursement of expenses.

D. The Chief Judge shall determine the size and composition of the Committee, but said Committee shall have at minimum:

1. One person certified as a process server pursuant to the provisions of this Administrative Order;
2. Two persons designated by the Orange County Bar Association (OCBA) with one of the two from the OCBA's Paralegal Section;
3. One person designated by the Osceola County Bar Association;

4. One person designated by the Sheriff of Orange County;
5. One person designated by the Sheriff of Osceola County;
5. One person designated by the Orange County Clerk of Courts;
6. One person designated by the Osceola County Clerk of Courts; and
7. One person designated by the Chief Judge from the Ninth Judicial Circuit Court Administration.

E. The Chief Judge, in his discretion, may divide the Committee into Panels to investigate and recommend process servers for inclusion in the CPSL, review allegations of non-compliance and recommend disciplinary action against CPS, or perform such other tasks as are established by this Administrative Order or delegated by the Chief Judge.

F. Subject to approval by the Chief Judge, the Committee, Panel, or Panels may prescribe rules and regulations, norms and codes of conduct, and other requirements regarding the investigation and recommendation for inclusion of process servers in the CPSL, the review of allegations of non-compliance and recommendations of disciplinary action against CPS, and the performance of such other tasks as are delegated to the Committee, Panel, or Panels by the Chief Judge.

## **VI. CERTIFICATION OF PROCESS SERVERS:**

Any natural person seeking certification as a CPS shall be at least eighteen years of age, be a permanent resident of the State of Florida, have no mental or legal disability, and meet the requirements of the Act and this Administrative Order.

## **VII. APPLICATION FOR CERTIFICATION OF PROCESS SERVERS:**

### *A. New Applicants:*

1. The Applicant must submit an application, along with a non-refundable application fee via personal check, cashier's check, or money order made payable to the State of Florida in the amount of \$300.00, to the Designee. See Exhibit "A" to this Administrative Order for the initial CPS application.

2. The Applicant shall submit to a background investigation which shall include a review of the applicant's criminal record, if any exists. The Applicant shall present to the Designee a Criminal History Check from the Florida Department of Law Enforcement.

3. The Applicant shall obtain and file with the Application a Certificate of Good Conduct certifying that there is no record of: (a) any pending criminal case against the Applicant; (b) any felony conviction of Applicant for which civil rights have not been restored; or (c) any conviction of the Applicant for a misdemeanor involving moral turpitude or dishonesty within the preceding five years. See Exhibit "C" to this Administrative Order.

4. Persons who have completed an application and satisfied the requirements set forth herein shall submit to a written examination testing the Applicant's knowledge of the laws and rules regarding the service of process. A passing examination grade is hereby fixed at eighty percent (80%) out of a possible score of one hundred percent (100%). The content, frequency and location of the examination shall be approved by the Chief Judge or his Designee. Examinations administered by any vendor accepted, approved, or certified by: (i) the Criminal Justice Standards & Training Commission of Florida to present seminars and courses for career advancement credit for Florida Sheriffs, (ii) any Florida Judicial Circuit, or (iii) any Florida Sheriff shall meet the requirements of this Administrative Order. The written examination must be taken within eleven (11) months prior to the day the application is submitted.

5. Applicants must file with the Designee evidence of a performance bond in the amount of \$5,000.00 with a surety company authorized to do business within the State of Florida, which bond must be maintained at all times during the certification period and renewable annually. Each time the performance bond is renewed, Applicant must file proof of the renewal with the Designee. See Exhibit "D" to this Administrative Order.

6. An Applicant who successfully completes the application process shall take an oath that he or she will honestly, diligently, and faithfully exercise the duties of a Certified Process Server.

7. Upon meeting the requirements of paragraphs “VII. A.1, 2, 3, 4, 5 and 6” of this Administrative Order, the Designee shall issue a CPS Identification Card, as required by section 48.29(5)(b), Florida Statutes. The CPS Identification Card shall be valid for one (1) year from the date of issuance and must be renewed annually before its expiration. It is the responsibility of the Applicant to safeguard the CPS Identification Card issued pursuant to the guidelines contained herein. There is a \$20.00 replacement fee if the CPS Identification Card is lost or stolen.

8. An Applicant who completes the requirements of the Act and this Administrative Order shall be placed on the CPSL, and shall be authorized to serve initial non-enforceable civil process as authorized by section 48.27, Florida Statutes, in the Ninth Judicial Circuit.

**B. Renewal Applicants:**

1. The Applicant must submit a renewal application, along with a non-refundable renewal application fee via personal check, cashier’s check, or money order made payable to the State of Florida in the amount of \$250.00, to the Designee. See Exhibit “B” to this Administrative Order for the renewal CPS application.

2. The Applicant shall submit to a background investigation which shall include a review of the applicant’s criminal record, if any exists. The Applicant shall present to the Designee a Criminal History Check from the Florida Department of Law Enforcement.

3. The Applicant shall obtain and file with the Application a Certificate of Good Conduct certifying that there is no record of: (a) any pending criminal case against the Applicant; (b) any felony conviction of Applicant for which civil rights have not been restored;



or (c) any conviction of the Applicant for a misdemeanor involving moral turpitude or dishonesty within the preceding five years. See Exhibit “C” to this Administrative Order.

4. Persons who have completed a renewal application and satisfied the requirements set forth shall submit to a written renewal examination testing the Applicant’s knowledge of the laws and rules regarding the service of process. A passing examination grade is hereby fixed at eighty percent (80%) out of a possible score of one hundred percent (100%). The content, frequency and location of the examination shall be approved by the Chief Judge or his Designee. Examinations administered by any vendor accepted, approved, or certified by (i) the Criminal Justice Standards & Training Commission of Florida to present seminars and courses for career advancement credit for Florida Sheriffs, (ii) any Florida Judicial Circuit, or (iii) any Florida Sheriff shall meet the requirements of this Administrative Order. The written renewal examination must be taken within eleven (11) months prior to the day the renewal application is submitted.

5. Renewal Applicants must file with the Designee evidence of a performance bond in the amount of \$5,000.00 with a surety company authorized to do business within the State of Florida, which bond must be maintained at all times during the certification period and renewable annually. Each time the performance bond is renewed, Applicant must file proof of the renewal with the Designee. See Exhibit “D” to this Administrative Order.

6. A Renewal Applicant who successfully complete the application process shall take an oath that he or she will honestly, diligently, and faithfully exercise the duties of a certified process server.

7. Upon meeting the requirements of paragraphs “VII. B.1, 2, 3, 4, 5 and 6” of this Administrative Order, the Designee shall issue a CPS Identification Card, as required by section 48.29(5)(b) of the Florida Statutes. The CPS Identification Card shall be valid for one (1) year

from the date of issuance and must be renewed annually before its expiration. It is the responsibility of the Applicant to safeguard the CPS Identification Card issued pursuant to the guidelines contained herein. There is a \$20.00 replacement fee if the CPS Identification Card is lost or stolen.

8. A Renewal Applicant who completes the requirements of the Act and this Administrative Order shall be placed on the CPSL, and shall be authorized to serve initial non-enforceable civil process as authorized by section 48.27, Florida Statutes, in the Ninth Judicial Circuit.

#### **VIII. APPLICATION FEE:**

As provided by section 48.29(2), Florida Statutes, the Designee may charge a reasonable fee for processing an application filed pursuant to the Act and this Administrative Order. The Chief Judge must approve the fee amount prior to implementation. The amount may be changed by the Chief Judge at any time and without notice but any changes will apply only to applications filed with the Designee after the effective date of the change.

#### **IX. CPS'S DUTIES AND CODE OF CONDUCT:**

A. Servers on the CPSL shall comply and keep current with all applicable rules, regulations, administrative orders and statutes (to include Florida and other Federal, foreign or domestic jurisdictions) pertaining to service of process.

B. Servers on the CPSL shall serve only non-enforceable process.

C. While serving process, Servers on the CPSL shall present their CPS Identification Card upon request.

D. Servers on the CPSL shall charge a reasonable fee for the service of process. There is no minimum or maximum amount that must be charged.

E. Although Servers on the CPSL are not employees, agents, officers, or

representatives of the Ninth Judicial Circuit, its Judges or employees, the Clerks, the State of Florida, Orange County, Osceola County, or any municipality and any of its divisions, agencies, or departments, because Servers on the CPSL by virtue of their power and identification give the appearance that they represent the Ninth Judicial Circuit when serving process, they shall:

1. be competent, courteous, professional, properly groomed and appropriately attired,
2. portray a professional appearance to general public, and
3. refrain from any act, or statement that would impugn the Judiciary or Court Administration.

F. Servers on the CPSL shall conduct themselves professionally and with dignity while on or in the premises of the Courthouses. Conduct with the Judges, Deputies, Deputy Clerks, and other employees of the Judiciary, Designee, or of the Clerks shall be respectful at all times.

G. Servers on the CPSL shall serve process in a timely manner.

H. Servers on the CPSL shall not serve process in any cause of action in which they have an interest.

I. Servers on the CPSL are required to type, legibly write, stamp, or by other printed methods, record the information required by section 48.21, Florida Statutes, plus insert the title “Certified Process Server” and their CPS Identification Card number on the original and all copies of process. The return of process shall be notarized.

J. Any lawsuits brought against a server on the CPSL due to his or her actions as a Certified Process Server in any jurisdiction, foreign or domestic, shall be reported immediately to the Designee.

K. Servers must immediately notify the Designee if the Server is arrested for any crime, including criminal traffic offenses, or is given a criminal Notice to Appear.

L. Servers on the CPSL must report any change in home or work address or telephone number to the Designee within five (5) calendar days of the change.

M. Servers on the CPSL must comply with any request made by the Chief Judge, the Committee or the Designee within five (5) calendar days of the day of the request.

N. Servers on the CPSL shall truthfully answer all questions and inquiries from the Chief Judge, the Designee, the Committee or a Panel.

O. If any server on the CPSL has his or her appointment or certification suspended or revoked in another county or judicial circuit in Florida, or in any other Federal, domestic or foreign jurisdiction, his or her Ninth Judicial Circuit certification shall also be suspended or revoked.

P. No server on the CPSL shall serve process or sub-contract with a natural person or business entity whose authority to serve process has been suspended or revoked in the Ninth Judicial Circuit, in any other county or judicial circuit in Florida, or in any other Federal, domestic or foreign jurisdiction.

Q. Servers on the CPSL shall comply with all administrative orders, rules, regulations and statutes pertaining to the service and return of service of process at all times.

R. Servers on the CPSL shall immediately report to the Designee any disciplinary complaint or charges brought or filed against such Server due to the Server's actions as a process server in any jurisdiction, foreign or domestic, in any county or judicial circuit in Florida, or with any Florida Sheriff.

S. All Servers on the CPSL, as a condition of their appointments, must agree if requested by the Chief Judge to serve on the Committee or a Panel without compensation or

reimbursement of expenses. Refusal shall constitute by itself sufficient reason for removal from the CPSL.

**X. DISCIPLINE:**

A. Any server on the CPSL may be removed from the CPSL for good cause. Good cause shall include malfeasance, misfeasance, neglect of duty or incompetence in connection with the duties of a Certified Process Server, violation of any of the provisions of this Administrative Order, section 48.31, Florida Statutes, or of any applicable rules, regulations, administrative orders and statutes (to include Florida and other Federal, foreign or domestic jurisdictions) pertaining to service of process.

B. Any person aggrieved by the actions of a CPS may file a complaint with the Designee. If a Committee or a Panel has been appointed by the Chief Judge, the Designee shall refer the complaint to said Committee or Panel for investigation and recommendation.

C. If no Committee or Panel has been appointed by the Chief Judge, the Designee shall investigate and review the complaint. After a hearing in which the Certified Process Server has an opportunity to be heard and present evidence, the Designee, shall forward its findings and recommendations to the Chief Judge. The Designee can request the Chief Judge issue subpoenas to compel the attendance of witnesses.

D. If a Committee or a Panel is appointed by the Chief Judge, the Committee or Panel shall investigate and review the complaint. After a hearing in which the Certified Process Server has an opportunity to be heard and present evidence, the Committee or Panel shall forward its findings and recommendations to the Designee. The Designee shall forward the Committee or Panel report to the Chief Judge for review, ultimate decision, and imposition of sanctions. The sanctions may include admonishment or suspension or revocation of certification. The Committee or Panel can request the Chief Judge to issue subpoenas to compel the

attendance of witnesses.

E. A complaint shall remain in the CPS's file for a period of five (5) years. The CPS's file shall be a public record.

F. The standard of proof in disciplinary proceedings shall be preponderance of the evidence.

G. Nothing herein shall limit the power of the Chief Judge or any other Judge in Florida or in any other Federal, foreign or domestic jurisdiction to take whatever action he or she deems appropriate without the necessity of referral to the Designee, the Committee, or a Panel

H. The decision of the Chief Judge is final.

**XI. NO WAIVER OF IMMUNITY:**

No provision of this Administrative Order is intended to waive, in whole or in part, judicial, sovereign, or other immunity held by the Courts of this Circuit as either a body or as an individual.

**XII. NO AGENCY RELATIONSHIP ESTABLISHED:**

A. Servers on the CPSL are not employees, agents, officers or representatives of the Ninth Judicial Circuit, its Judges or employees, the Orange County Clerk of Court, the Osceola County Clerk of Court, the State of Florida, Orange County, Osceola County or any municipality and any of its divisions, agencies or departments. Said Servers are independent contractors hired by third parties to serve process within the Ninth Judicial Circuit.

B. Servers on the CPSL are not under the supervision, direction or control of the Ninth Judicial Circuit, its Judges or employees, the Orange County Clerk of Court, the Osceola County Clerk of Court, the State of Florida, Orange County, Osceola County or any municipality and any of its divisions, agencies or departments. Said Servers are independent contractors hired by third parties to serve process within Orange County or Osceola County, Florida.

**XIII. MISCELLANEOUS:**

A. The Chief Judge may amend or expand the provisions or coverage of this Administrative Order at any time and without notice.

B. The Chief Judge may issue other or further administrative orders as he or she, in his or her discretion, may deem necessary.

**XIV. APPLICABILITY:**

A. This Administrative Order shall not apply to the Sheriffs of Orange or Osceola County or any of their divisions or departments.

B. This Administrative Order shall only apply to those natural persons seeking to serve process as a CPS in the Ninth Judicial Circuit Court.

C. Emergency Administrative Order No. 2014-23 is temporary in nature, effective only until December 31, 2014, unless amended or superseded earlier by another administrative order, and shall not be construed as limiting or directing this Administrative Order in any manner. Further, this Administrative Order does not amend or supersede Emergency Administrative Order No. 2014-23. Additionally, those individuals named Grandfathered Special Process Servers, pursuant to Emergency Administrative Order No. 2014-23, must apply to be a CPS pursuant to this Administrative Order should they wish to continue serving process in Orange or Osceola County beyond December 31, 2014.

Administrative Order No. 07-87-10 and No. 07-91-05 are hereby vacated and set aside, effective December 31, 2014, and have been incorporated and/or amended herein.

**DONE AND ORDERED** at Orlando, Florida, this 18<sup>th</sup> day of November, 2014.

\_\_\_\_\_/s/\_\_\_\_\_  
Frederick J. Lauten  
Chief Judge

Copies provided to:

Clerk of Courts, Orange County  
Clerk of Courts, Osceola County  
General E-Mail Distribution List  
<http://www.ninthcircuit.org>



**EXHIBIT "A"**  
**INITIAL CERTIFIED PROCESS SERVER APPLICATION**  
**NINTH JUDICIAL CIRCUIT**

**PERSONAL DATA**

NAME \_\_\_\_\_  
Last First Initial

ADDRESS \_\_\_\_\_  
Number and Street City State Zip

MAILING ADDRESS \_\_\_\_\_  
P.O. Box City State Zip

TELEPHONE \_\_\_\_\_

Request posting of mailing address and business phone number on the certified process server web page. Yes \_\_\_\_\_ No \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

CITIZENSHIP \_\_\_\_\_

IF ALIEN, check which type of work authorization you have:

\_\_\_\_\_ Alien Registration Form I-151

\_\_\_\_\_ Refugee Status Form I-94

File Number of Form \_\_\_\_\_

If NATURALIZED, record the following forms of identification:

Naturalization Certificate Number \_\_\_\_\_

U.S. Passport Number \_\_\_\_\_

Voter's Registration Number \_\_\_\_\_

ARE YOU 18 OR MORE YEARS OLD? \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

DO YOU HAVE ANY MENTAL OR LEGAL LIABILITIES: \_\_\_\_\_

If so, please list them \_\_\_\_\_

ARE YOU A PERMANENT FLORIDA RESIDENT: \_\_\_\_\_

HAVE YOU EVER BEEN A MEMBER OF THE U.S. ARMED SERVICES:

Yes \_\_\_\_\_ No \_\_\_\_\_

Type of discharge: HONORABLE \_\_\_\_\_ GENERAL \_\_\_\_\_

OTHER \_\_\_\_\_

If other, please explain \_\_\_\_\_

**RESIDENCY DATA**

PLEASE LIST YOUR RESIDENCES FOR THE PAST FIVE YEARS IN REVERSE CHRONOLOGICAL ORDER.

\_\_\_\_\_  
Number & Street                      City                      State                      Zip

\_\_\_\_\_  
Number & Street                      City                      State                      Zip

\_\_\_\_\_  
Number & Street                      City                      State                      Zip

\_\_\_\_\_  
Number & Street                      City                      State                      Zip

\_\_\_\_\_  
Number & Street                      City                      State                      Zip

**EDUCATION**

PLEASE LIST THE SCHOOLS WHICH YOU ATTENDED IN CHRONOLOGICAL ORDER BEGINNING WITH HIGH SCHOOL.

\_\_\_\_\_  
School Level                      Name

\_\_\_\_\_  
Number & Street                      City                      Zip

\_\_\_\_\_  
Dates Attended                      Graduate Y/N                      Major                      Degree

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|              |      |
|--------------|------|
| School Level | Name |
|--------------|------|

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|                 |      |     |
|-----------------|------|-----|
| Number & Street | City | Zip |
|-----------------|------|-----|

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|----------------|--------------|-------|--------|
| Dates Attended | Graduate Y/N | Major | Degree |
|----------------|--------------|-------|--------|

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|              |      |
|--------------|------|
| School Level | Name |
|--------------|------|

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|                 |      |     |
|-----------------|------|-----|
| Number & Street | City | Zip |
|-----------------|------|-----|

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|                |              |       |        |
|----------------|--------------|-------|--------|
| Dates Attended | Graduate Y/N | Major | Degree |
|----------------|--------------|-------|--------|

**EMPLOYMENT DATA**

PLEASE LIST YOUR THREE MOST RECENT EMPLOYERS IN REVERSE  
CHRONOLOGICAL ORDER

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Employer

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|                 |      |     |
|-----------------|------|-----|
| Number & Street | City | Zip |
|-----------------|------|-----|

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|----------------|----------|
| Dates Employed | Position |
|----------------|----------|

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Employer

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|                 |      |     |
|-----------------|------|-----|
| Number & Street | City | Zip |
|-----------------|------|-----|

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Employer

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|                 |      |     |
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| Number & Street | City | Zip |
|-----------------|------|-----|

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|                |          |
|----------------|----------|
| Dates Employed | Position |
|----------------|----------|

IF YOU HAVE EVER WORKED AS A PROCESS SERVER BEFORE, PLEASE ANSWER THE FOLLOWING QUESTIONS:

When and where did you work as a process server?

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While working as a process server, were any lawsuits or disciplinary complaint or charge brought or filed against you as a server in any jurisdiction, foreign or domestic, in any Florida County, Florida Circuit or Florida Sheriff shall be (even if they resolved amicably)?

Circle one:                      Yes                      No

If yes, please answer the following.

When and where was the action filed?

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Please explain the details of the action—why were you charged and what was the disposition?

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Please attach to this application copies of all of the documents relevant to the legal action or disciplinary action, including the complaint and disposition.

Were you ever terminated from your position as a process server, or have you ever had your appointment as a process server revoked?

Circle one:                      Yes                      No

If yes, please answer the following.

When and where were you terminated?

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Why were you terminated?

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If there were any documents involved in the termination, such as a formal termination letter, please attach copies to this application.

**OCCUPATIONAL/PROFESSIONAL LICENSES OR CERTIFICATES**

\_\_\_\_\_  
TYPE NUMBER  
\_\_\_\_\_  
DATE OBTAINED RENEWAL DATE

**DRIVER'S OR CHAUFFEUR'S LICENSE**

Type \_\_\_\_\_  
Number \_\_\_\_\_  
State \_\_\_\_\_  
Expiration \_\_\_\_\_

**BACKGROUND INFORMATION:**

PERSONAL DATA

CITIZENSHIP \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_

RACE \_\_\_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_

HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_

DO YOU HAVE ANY IDENTIFYING MARKS: \_\_\_\_ IF SO, PLEASE LIST THE TYPE OF  
MARK AND ITS LOCATION \_\_\_\_\_

**CRIMINAL HISTORY**

PLEASE LIST ANY OFFENSE FOR WHICH YOU HAVE BEEN CONVICTED, OR ANY CHARGE AGAINST YOU CURRENTLY.

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|         |        |       |      |
|---------|--------|-------|------|
| Offense | County | State | Date |
|---------|--------|-------|------|

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|         |        |       |      |
|---------|--------|-------|------|
| Offense | County | State | Date |
|---------|--------|-------|------|

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|         |        |       |      |
|---------|--------|-------|------|
| Offense | County | State | Date |
|---------|--------|-------|------|

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|         |        |       |      |
|---------|--------|-------|------|
| Offense | County | State | Date |
|---------|--------|-------|------|

Under the provisions of section 92.525, Florida Statutes, **under penalties of perjury**, I declare that I have read the foregoing document and that the facts stated in it are true. I further understand that any misinformation supplied herein shall result in an immediate forfeiture of any opportunity to become or remain a certified process server in the Ninth Judicial Circuit.

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|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

**EXHIBIT "B"**  
**CERTIFIED PROCESS SERVER RENEWAL APPLICATION**  
**NINTH JUDICIAL CIRCUIT**

DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

SS# \_\_\_\_\_ WEIGHT \_\_\_\_\_ COLOR EYES \_\_\_\_\_ HAIR COLOR \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ CELL # \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED? \_\_\_\_\_ IF YES, CHARGE AND DATE \_\_\_\_\_

\_\_\_\_\_  
Attach statement with details and disposition of arrest(s)

LIST ALL COUNTIES IN WHICH YOU ARE CERTIFIED OR SPECIALLY APPOINTED TO SERVE PROCESS AND THE DATE YOUR CERTIFICATION OR APPOINTMENT EXPIRES:

\_\_\_\_\_  
\_\_\_\_\_

Under the provisions of Section 92.525, Florida Statutes, **under penalties of perjury**, I declare that I have read the foregoing document and that the facts stated in it are true. I further understand that any misinformation supplied herein shall result in an immediate forfeiture of any opportunity to become or remain a certified process server in the Ninth Judicial Circuit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

ID# \_\_\_\_\_ ISSUED \_\_\_\_\_ RENEWAL DATE \_\_\_\_\_

LAST TRAINING \_\_\_\_\_

**EXHIBIT "C"**  
**CERTIFICATE OF GOOD CONDUCT**

I, \_\_\_\_\_, certify that as of the date of this Certificate, I have:

1. No pending criminal case against me.
2. No record of any felony conviction.
3. No record of a misdemeanor involving moral turpitude or dishonesty within the past five (5) years.

\_\_\_\_\_  
Applicant/Appointee's signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledge before me this \_\_\_\_ day of \_\_\_\_\_  
20\_\_ by \_\_\_\_\_ who is personally known { } or produced  
identification { } Type of Identification \_\_\_\_\_ and who did take an  
oath.

\_\_\_\_\_  
Notary Public



**EXHIBIT "D"**  
**PROCESS SERVER'S BOND**

Bond No. \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:**

That we, \_\_\_\_\_, as Principal, and \_\_\_\_\_, a corporation duly licensed for the purpose of making, guaranteeing or becoming a sole surety upon bonds, or undertakings, required by the laws of the State of Florida, as Surety, are held and firmly bound unto the State of Florida, Ninth Judicial Circuit, in the sum of \$5,000, lawful money of the United States of America, for the payment whereof well and truly to be made, we bind ourselves, our heirs, executors, successors and assigns, jointly and severally, firmly by these presents.

**THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, THAT**

**WHEREAS**, if the above bounded Principal shall well, truly and faithfully comply with the provisions of statutes in the State of Florida, then this obligation shall be null and void, otherwise to remain in full force and effect.

The Surety hereunder may relieve itself from liability to the extent and in the manner set forth in the provisions of the statutes governing the termination by the surety of liability under the bond provided; however, that in no event shall it be relieved from liability as respects transactions occurring before the date of termination.

If the Surety shall so elect this bond may be canceled by giving 30 days written notice to Obligee.

This bond shall be in effect from \_\_\_\_\_ and expires on \_\_\_\_\_.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Principal (print or type name)

\_\_\_\_\_  
Name of Surety

By: \_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Attorney in Fact

\_\_\_\_\_  
Address of Surety

\_\_\_\_\_

\_\_\_\_\_