

**RETURN OF SERVICE**

IN THE CIRCUIT/COUNTY COURT OF THE NINTH JUDICIAL CIRCUIT  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

\_\_\_\_\_  
Plaintiff/Petitioner  
v.  
\_\_\_\_\_  
Defendant/Respondent

Case Number: \_\_\_\_\_  
Documents to be Served: \_\_\_\_\_

**VERIFIED RETURN OF SERVICE**

I received the process on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_:\_\_\_\_ o'clock \_\_\_\_m.  
I served the process on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_:\_\_\_\_ o'clock \_\_\_\_m. at the following location

\_\_\_\_\_ and served \_\_\_\_\_ in the following manner:  
Address/ City/County and State Name of Person Served

\_\_\_\_\_ **INDIVIDUAL SERVICE** - Fla. Stat. §48.031(1)(a) - By delivering to the person named above a true copy of the process, with the date and hour of service endorsed thereon by me, along with a copy of the complaint, petition, or other initial court document.

\_\_\_\_\_ **SUBSTITUTE SERVICE** - By leaving a true copy of the process, with the date and hour of service endorsed thereon by me, along with a copy of the complaint, petition, or other initial pleading or court document, to the person named above as the:

- \_\_\_\_\_ Co-Resident at the usual place of abode who is 15 years of age or older - Fla. Stat. §48.031(1)(a)
- \_\_\_\_\_ Spouse as long as within county, spouse live together and spouse agrees to be served - Fla. Stat. §48.031(2)(a)
- \_\_\_\_\_ Person in Charge - Fla. Stat. §48.031(2)(b) \_\_\_\_\_
- \_\_\_\_\_ Partner of a partnership - Fla. Stat. §48.061(1)
- \_\_\_\_\_ Person in Charge at Private Mailbox - Fla. Stat. §48.031(6)

\_\_\_\_\_ **CORPORATE SERVICE** - By delivering a true copy of this process, with the date and hour of service endorsed thereon by me, along with a copy of the complaint, petition, or other initial pleading or court document to the person named above as the:

- \_\_\_\_\_ Highest Ranking Officer - Fla. Stat. §48.081(5) \_\_\_\_\_
- \_\_\_\_\_ Registered Agent of the within named corporation or employee of Registered Agent - Fla. Stat. §48.081(3)(a) and §48.091
- \_\_\_\_\_ Employee of the within named corporation at said corporation's place of business because service could not be made on the registered agent for failure to comply with Fla. Stat. §48.091 \_\_\_\_\_

\_\_\_\_\_ **POSTED SERVICE (Landlord-Tenant Only)** - By attaching a true copy of this process with the date and hour of service endorsed thereon by me, together with a copy of the complaint of petition, to a conspicuous place on the property described within after making two (2) attempts not less than six (6) hours apart in that the tenant could not be found and there was no person residing therein, fifteen (15) years of age or older upon whom service could be made.

First Attempt: \_\_\_\_\_ Date and Time Second Attempt: \_\_\_\_\_ Date and Time

The following is a physical description of the person upon whom process was executed:

\_\_\_\_\_

The following is a descriptive narrative (comments) of the manner of execution:

\_\_\_\_\_

I informed the party of the contents of the documents being served. YES - NO (circle one)  
Military Status \_\_\_\_\_ Marital Status \_\_\_\_\_

Under penalties of perjury, I swear or affirm, pursuant to Fla. Stat. § 92.525 that I have read the foregoing and the facts stated there are true. I am over the age of 18, have no interest in the above action, and am a Certified Process Server in good standing in the county in which service was made.

Printed Name of Certified Process Server CPS or Other Number & county/state of license Date

Signature of Certified Process Server For: Name of Attorney or Pro Se Litigant