



ADMINISTRATIVE OFFICE OF THE COURTS

CIVIL CERTIFIED PROCESS SERVER PROGRAM

2027 INFORMATION SHEET FOR APPLICANTS

I. APPLICATION REQUIREMENTS

- A. Must be 18 years of age or older with no mental or legal disabilities.
- B. Must be a permanent resident of the State of Florida (Proof of Florida residency is required and must be uploaded with your application).
- C. Must submit to a background investigation, which shall include the right to obtain and review the criminal record of the applicant, if one exists.
- D. Must have no felony convictions.
- E. Must have no misdemeanor convictions, involving moral turpitude or dishonesty, in the last five (5) years.
- F. Must have no pending criminal case
- G. Must submit your completed application form accordingly:
 - 1. All questions must be answered.
 - 2. Sign date and the application.
 - 3. Upload a receipt of payment made the Clerk of Court Miami-Dade County in the amount of \$250.00. **This fee is non-refundable.**
 - 4. Submit your application by the deadline posted

II. EXAMINATION REQUIREMENTS

- A. Submit to a written examination testing the applicant's knowledge of laws and rules regarding the service of process.

The Chief Judge has approved the Florida Association of Professional Process Servers' (FAPPS) sixteen (16) hour education course for new applicants and the four (4) hour continuing education course for renewing process servers to meet the process server program requirements.

New Applicants must submit a certificate of completion of the FAPPS sixteen (16) hour course for new process servers, demonstrating passage of the course within twelve (12) months prior to the date of the application. Certificates of completion may be dated between twelve (12) and twenty-four (24) months prior to the application, but in that event, applicants must additionally provide a separate certificate of completion of the FAPPS four (4) hour continuing education course for process servers, dated within twelve (12) months prior to the application.

III. CERTIFICATION PROCEDURES UPON RECEIVING APPLICATION ACCEPTANCE

- A. You must upload the original Process Server's Bond in the Process Server Portal as detailed below. The bond may be obtained by any court-approved insurance company.
 - 1. Performance Bond of \$5,000.00 is required and must have an expiration date of March 9
 - 2. The bond must bear the Clerk's approval stamp and Deputy Clerk's signature, which is available at the Civil Clerk of Courts, 20 NW 1st Ave., 6th FL, Miami, FL 33128, prior to submission to the Program Coordinator. There is an \$8.50 fee for the approval stamp. The receipt of payment must be uploaded to the Process Server Portal.
- B. You will be assigned a Certified Process Server number, be issued a photo identification card at a formal ceremony, and will take the Oath of Office.
- C. Once you are sworn, you will be authorized to serve original civil process for the Circuit and County Court of the Eleventh Judicial Circuit, in and for Dade County, Florida, without further order of the court.

IV. RESPONSIBILITIES OF CERTIFIED CIVIL PROCESS SERVERS

- A. The Eleventh Judicial Circuit does not issue specific Return of Service Forms, however, it is **mandatory** that your Return of Service Form be in accordance with *Administrative Order 24-08 A1*.
- B. Each Certified Civil Process Server must be familiar with *Administrative Order 24-08 A1* relating to the Certified Civil Process Server Program.
- C. It is the **responsibility of the Process Server** to keep the bond current and filed ***timely*** with the Program Coordinator. Notices will not be sent out by this office. Expiration or cancellation thereof, automatically disqualifies you as a Certified Civil Process Server and your name will be deleted from the approved list. If you allow this to occur, you must then re-apply for the examination.
- D. It is the responsibility of the Process Server to safeguard the Identification Card issued by the AOC. There is a **\$20.00 replacement fee**, if lost or stolen.
- E. It is **mandatory** that you notify the Program Coordinator of any change in your address or telephone number.
- F. It is **mandatory** that you **dress** and **conduct** yourself in a manner that will reflect favorably on the Court.

I have read the foregoing criteria and understand that my certification is contingent upon the adherence to all of the above.

Name: _____

Signature: _____ **Date:** _____



**ADMINISTRATIVE OFFICE OF THE COURTS
CIVIL CERTIFIED PROCESS SERVER PROGRAM
ACKNOWLEDGMENT**

I, the undersigned, do hereby acknowledge that I understand that my status as a Certified Civil Process Server in the 11th Judicial Circuit of Florida is contingent upon my maintaining in good standing the bond posted with the Administrative Office of the Courts pursuant to Administrative Order 24-08 A1 as amended, and full compliance with all other provisions of said Order; that if said bond lapses or I am directed by the Court for any reason whatsoever to surrender the Certified Process Server Identification Card furnished to me by the Court Administrator, I shall do so without delay.

I understand that a random criminal check of my background may be ordered by the Administrative Office of the Courts at any time during my certification period.

I understand I must dress and conduct myself in a professional manner that will reflect favorably upon the court.

I further understand that I must maintain, with the Office of Certified Civil Process Servers, a current address and phone number and failure to do so *could result in de-certification*.

Printed name: _____

Date: _____

Signature: _____



**ADMINISTRATIVE OFFICE OF THE COURTS
CIVIL CERTIFIED PROCESS SERVER PROGRAM
ARREST AFFIDAVIT**

I DO SOLEMNLY SWEAR OR AFFIRM THAT I HAVE NEVER BEEN CONVICTED OF A FELONY NOR DO I HAVE ANY PENDING CRIMINAL CHARGES AT THIS TIME. I ALSO SWEAR OR AFFIRM THAT I HAVE NOT BEEN CONVICTED OF A MISDEMEANOR INVOLVING MORAL TURPITUDE OR DISHONESTY WITHIN THE LAST FIVE YEARS

Printed name: _____

Date: _____

Signature: _____

*** signing this affidavit dishonestly will result in immediate dismissal from the program.....initial here ➡ Initials**

ADMINISTRATIVE OFFICE OF THE COURTS
CIVIL CERTIFIED PROCESS SERVER
2027 APPLICATION FORM

INSTRUCTIONS: ANSWER ALL QUESTIONS ACCURATELY, USING DARK INK. PLEASE PRINT CLEARLY.

SOCIAL SECURITY # _____ DATE _____

NAME _____
(Last) (First) (Middle)

HOME ADDRESS _____
(Mandatory) (Street) (City) (State) (Zip)

MAILING ADDRESS _____
(Optional) (Street) (City) (State) (Zip)

TELEPHONE _____
(Home) (Work) (Cellular)

EMAIL ADDRESS: _____

DATE OF BIRTH _____
(Month) (Day) (Year)

ARE YOU A PERMANENT RESIDENT OF THE STATE OF FLORIDA?

☐ NO ☐ YES

PLEASE ATTACH A COPY OF AT LEAST 1 (ONE) DOCUMENT FROM THE LIST BELOW:

- Florida Voter's Registration Card
- Florida Driver License
- State of Florida identification card
- Florida Vehicle Registration
- Transcripts from a Florida high school for multiple years if the Florida high school diploma or high school equivalency diploma was earned within the last 12 months.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. (Required: employment verification from employer and most recent copy of W-2 form)
- Proof of a homestead exemption in Florida (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior application date (Required: document(s) such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, or a lease of multiple years' duration.)

OCCUPATIONAL/PROFESSIONAL LICENSES OR CERTIFICATES:

TYPE: _____ NUMBER: _____
DATE OBTAINED: _____ RENEWAL DATE: _____

IF ONE IS PENDING:
TYPE: _____ DATE TO BE RECEIVED: _____

DRIVER'S LICENSE #: _____
STATE: _____
DATE ISSUED: _____
EXPIRATION: _____

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED?

☐ NO ☐ YES...if yes, explain fully with dates and locations (include other states, if applicable):

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

☐ NO ☐ YES

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR INVOLVING MORAL TURPITUDE OR DISHONESTY, IN THE LAST FIVE (5) YEARS?

☐ NO ☐ YES

HAVE YOU EVER BEEN ARRESTED?

☐ NO ☐ YES...if yes, explain fully with dates and locations (include other states, if applicable):

ARE YOU INVOLVED IN A CRIMINAL PROCEEDING NOW?

☐ NO ☐ YES...if yes, explain fully:

I SWEAR OR AFFIRM THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES IMPOSED UPON ME AS A CERTIFIED CIVIL PROCESS SERVER IN ACCORDANCE WITH ADMINISTRATIVE ORDER 24-08 A1, AND WILL ABIDE BY, AND EFFECT SERVICE OF PROCESS, IN ACCORDANCE WITH, THE APPLICABLE FLORIDA STATUTES AND RULES OF COURT.

I UNDERSTAND AND AGREE THAT AS A CERTIFIED CIVIL PROCESS SERVER, I WILL POST WITH THE ADMINISTRATIVE OFFICE OF THE COURTS, A BOND IN THE AMOUNT OF \$5,000.00 IN CASH OR WITH SURETIES APPROVED BY THE COURT FOR THE BENEFIT OF ANY PERSONS INJURED BY ME AS A RESULT OF ANY WRONGFUL ACT OR OMISSION RELATING TO MY ACTIVITIES AS A CERTIFIED CIVIL PROCESS SERVER.

I UNDERSTAND AND AGREE THAT AS AN APPLICANT FOR THE STATUS OF CERTIFIED CIVIL PROCESS SERVER, A FELONY BACKGROUND INVESTIGATION WILL BE PERFORMED TO ASSURE MY ELIGIBILITY FOR CERTIFICATION.

SIGNATURE OF APPLICANT: _____

Date: _____