



| <b>11<sup>th</sup> Judicial Circuit</b>                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Certified Civil Process Server New Applicant Procedures</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Step 1</b>                                                  | <p><b>Register for Certified Process Server Portal:</b><br/>Create an account in the Certified Process Server (CPS) Portal during the designated certification period.</p> <ul style="list-style-type: none"> <li>• Review the Important Dates and Fees section on our website <a href="#">here</a>.</li> <li>• Access the CPS Portal <a href="#">here</a>.</li> <li>• Detailed instructions for using the portal can be found in the Process Server User Manual <a href="#">here</a>.</li> </ul>                                                                                                                                                                                                                                                                                                                                   |
| <b>Step 2</b>                                                  | <p><b>Attend a sixteen (16) hour training course approved by Court Administration and pass the corresponding written examination.</b></p> <ul style="list-style-type: none"> <li>• New applicants must submit a certificate of completion of the Florida Association of Professional Process Servers' (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.</li> </ul> |
| <b>Step 3</b>                                                  | <p><b>Upload Required Documents to CPS Portal Account:</b></p> <ol style="list-style-type: none"> <li>a. A valid form of identification confirming Florida residency;</li> <li>b. A copy of the \$300 application fee receipt from the Clerk's Office;</li> <li>c. Copy of certificate showing successful completion of Court Administration educational course.</li> </ol> <p><i>Note: After uploading all required documents, be sure to click Submit to send your application to the Process Server Coordinator for review.</i></p>                                                                                                                                                                                                                                                                                              |
| <b>Step 4</b>                                                  | <p><b>Application Review and Background Check:</b><br/>The Process Server Coordinator will review your submitted documents. If your documentation is complete and accurate, a background check will be initiated. You will receive an email notification regarding the status of your background check and any next steps.</p> <p><b>IMPORTANT:</b> Applicant background checks cannot return any felony convictions. Applicant background checks cannot return any misdemeanor convictions of moral turpitude within the last five years.</p>                                                                                                                                                                                                                                                                                      |
| <b>Step 5</b>                                                  | <p><b>Induction Ceremony:</b><br/>Applicants who submit a complete application and pass the background check phase will be scheduled to attend the CPS Induction Ceremony.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|               | <i>Note: You will receive an email from the Program Coordinator once all requirements have been completed</i>                                                                                                                                                                                                                                           |
| <b>Step 6</b> | <p><b>Bond Requirement:</b><br/> <b><u>After</u></b> being notified by the Program Coordinator that your application and background check have been accepted, you must execute and record a \$5,000 bond with the Clerk of Courts.</p> <p>A copy of your recorded bond must be uploaded to your CPS Portal account prior to the Induction Ceremony.</p> |
| <b>Step 7</b> | <p><b>Final Certification:</b><br/> Upon completion of all requirements outlined in Chapter 48, Florida Statutes, and Administrative Order 24-08, you will be placed on the approved list of certified process servers authorized to serve initial non-enforceable civil process as permitted by §48.27, Florida Statutes.</p>                          |
| <b>Step 8</b> | Certified process servers will be issued an official Court identification card upon approval.                                                                                                                                                                                                                                                           |

| <b><u>Helpful Links:</u></b>                                             |  |
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| About the Civil Process Server Program <a href="#"><u>click here</u></a> |  |
| CPS Portal Login <a href="#"><u>click here</u></a>                       |  |
| Process Server User Manual <a href="#"><u>click here</u></a>             |  |
| Payment Procedures <a href="#"><u>click here</u></a>                     |  |
| CPS Qualification Information <a href="#"><u>click here</u></a>          |  |