

NAME: _____

**ADMINISTRATIVE OFFICE OF THE COURTS
INFORMATION SHEET FOR APPLICANTS
PROCESS SERVER CERTIFICATION PROGRAM
ELEVENTH JUDICIAL CIRCUIT**

I. APPLICATION REQUIREMENTS

- A. Must have no felony convictions.
- B. Must have no misdemeanor convictions, involving moral turpitude or dishonesty, in the last five (5) years.
- C. Must be 18 years of age or older with no mental or legal disabilities.
- D. Must be a permanent resident of the State of Florida.
- E. Must submit to a background investigation, which shall include the right to obtain and review the criminal record of the applicant, if one exists.
- F. Must have a valid Florida Driver's License.
- G. Must submit your completed application form accordingly:
 - 1. All questions must be answered.
 - 2. Sign and date the application.
 - 3. Attach a check or money order, made payable to the "Clerk of Court, Miami-Dade County", in the amount of \$300.00. This fee is non-refundable.
 - 4. Applications will be accepted from August 1, 2014 thru October 31, 2014 only. Mail or deliver application to room 911 Dade County Courthouse.

II. EXAMINATION REQUIREMENTS

- A. You must pass a written examination with a minimum passing grade of 80%. Items on the test include, but are not limited to:
 - 1. Legal service of process
 - 2. Rules of Civil Procedure
 - 3. Rules of Summary Procedure.
 - 4. Chapters 48, 83, 607, and 713 of the Florida Statutes as they pertain to service of process.
- B. Study material may be found in the Law Library or any Public Library.
- C. After completing all requirements on the given application, you will be scheduled for, and notified of, the examination date set for January, 2015. Results will be available four weeks after the exam, and applicants will be notified by mail of their score.

III. CERTIFICATION PROCEDURES UPON PASSING THE EXAMINATION

- A. You must file the original of your Process Server's Bond with the Program Coordinator in room 911 Dade County Courthouse @ 73 West Flagler St. as follows:
 - 1. A Performance Bond of \$5,000.00 is required and must have an expiration date of March 9, 2016.

2. The bond may be obtained by any court-approved insurance company.
 3. The bond must bear the Clerk's approval stamp and Deputy Clerk's signature, which is available at Window 9, 10, or 11 in Room 138, Dade County Courthouse, prior to submission to the Program Coordinator. There is a \$8.50 fee for the approval stamp.
- B. You will then 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 94-18***.
- B. Each Certified Civil Process Server must be familiar with ***Administrative Order 09-12*** 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 attend the re-certification seminar prior to the date your bond expires. You will be notified of the date by the Program Coordinator. There is a \$250.00 re-certification fee. ***Anyone not reporting on the designated date, without a valid excuse approved by the program coordinator, will be removed from the list. There is a \$100.00 re-instatement fee in addition to the \$250.00 recertification fee. All re-instatements will be heard and approved by the Certified Process Server Review Board. Re-instatement will be offered until April 10, 2015 only.***
- F. It is **mandatory** that you notify the Program Coordinator of any change in your address or telephone number.
- G. 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:** _____

IF YOU HAVE ANY QUESTIONS ABOUT THE CERTIFIED CIVIL PROCESS SERVER PROGRAM, YOU MAY CONTACT
WALTER CORDLE, ROOM 911 DADE COUNTY COURTHOUSE
73 WEST FLAGLER STREET, MIAMI, FL 33130 TELEPHONE 305-349-7707.
wcordle@jud11.flcourts.org

CERTIFIED CIVIL PROCESS SERVER PROGRAM ADMINISTRATIVE OFFICE OF THE COURTS 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 09-12 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 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: _____

CPS#: _____

Date: _____

Signature

**CERTIFIED CIVIL PROCESS SERVER
PROGRAM
ADMINISTRATIVE OFFICE OF THE COURTS
CERTIFICATE OF GOOD CONDUCT**

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.**

Name: _____

Date: _____

Cps# _____

Signature: _____

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

CERTIFIED CIVIL PROCESS SERVER APPLICATION

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

SOCIAL SECURITY # _____ DATE _____

NAME _____
(Last) (First) ((Middle))

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

TELEPHONE _____
(Home) (Work) (Cellular)

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

ARE YOU A CITIZEN OF THE UNITED STATES?

_____ YES _____ NO

IF ALIEN, CHECK WHICH TYPE OF WORK AUTHORIZATION YOU HAVE:

____ ALIEN REGISTRATION FORM 1-151 ____ REFUGEE STATUS FORM 1-94

IF NATURALIZED, RECORD THE NUMBER OF ONE OF THE FOLLOWING FORMS
OF IDENTIFICATION:

NATURALIZATION CERTIFICATE # _____

U.S. PASSPORT # _____

VOTER'S REGISTRATION# _____

(Note: Certificates listed here must be presented when filing this application, along with
current Florida Driver's License.)

HAVE YOU EVER SERVED IN THE UNITED STATES MILITARY?

_____ YES _____ NO

IF YES, LIST TYPE OF DISCHARGE: ____ HONORABLE ____ GENERAL ____ OTHER

IF "OTHER", PLEASE EXPLAIN: _____

ACTIVE DUTY DATES: FROM _____ TO _____

HIGHEST LEVEL OF EDUCATION COMPLETED: _____

HIGH SCHOOL _____ GED _____
LOCATION _____

COLLEGE OR UNIVERSITY _____
LOCATION _____

DEGREES ATTAINED _____

ADDITIONAL TRAINING _____

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 LICENSE EVER BEEN SUSPENDED OR REVOKED?

IF "YES", EXPLAIN _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

_____ YES _____ NO

HAVE YOU EVER BEEN ARRESTED?

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

ARE YOU INVOLVED IN A CRIMINAL PROCEEDING NOW?

_____ YES _____ NO...if yes, explain fully: _____

JOB HISTORY FOR THE LAST 5 YEARS, MOST CURRENT FIRST:

JOB TITLE _____
COMPANY _____ DATES EMPLOYED _____ TO _____
ADDRESS _____ PHONE _____
SUPERVISOR'S NAME _____
JOB DESCRIPTION _____
REASON FOR LEAVING _____

JOB TITLE _____
COMPANY _____ DATES EMPLOYED _____ TO _____
ADDRESS _____ PHONE _____
SUPERVISOR'S NAME _____
JOB DESCRIPTION _____
REASON FOR LEAVING _____

JOB TITLE _____
COMPANY _____ DATES EMPLOYED _____ TO _____
ADDRESS _____ PHONE _____
SUPERVISOR'S NAME _____
JOB DESCRIPTION _____
REASON FOR LEAVING _____

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 09-12, 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