

Process Server User Manual

Updated June 2026

Contents

Registration Process 1

Using the Process Server Portal 6

Registration Process

- 1) Visit <https://pservers.jud11.flcourts.org> to view the Process Server Portal.

The screenshot shows the top of the Process Server Portal. The header is dark blue with the Eleventh Judicial Circuit of Florida logo on the left, the text 'ADMINISTRATIVE OFFICE OF THE COURTS Civil Division' in the center, and 'Process Server Portal' on the right. Below the header, there are two white boxes. The left box is titled 'Log In Here' and contains fields for 'Email' and 'Password', a 'Log in' button, and a 'Forgot Password?' link. The right box is titled 'Register Now' and contains a blue information box with text about account requirements and a blue 'Register' button.

- 2) Click on the 'Register' button in order to register as a new User.

This screenshot is identical to the previous one, but with a large yellow arrow pointing from the left towards the 'Register' button in the 'Register Now' box.

NOTE: IF YOU HAVE ALREADY CREATED AN ACCOUNT, PLEASE DO NOT CREATE ANOTHER ONE.

If you have problems logging into your account please contact the Program Coordinator at cps@jud11.flcourts.org

- 3) Enter your personal information, with a valid email address, and create a password.
- Make sure you have access to the email you enter. You will receive important information moving forward.

Register Process Server Portal

https://pserversjud11.ficourts.org/Account/Register.aspx

ELEVENTH
JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE OFFICE OF THE COURTS
Civil Division

Process Server Portal

[Back to Login](#)

Sign Up for Your New Account

First Name

Middle Name

Last Name

Select Gender

Select Race

mm/dd/yyyy

Password

E-Mail

Address

City

Select State

Zip Code

Make sure you typed your email correctly. You will receive an e-mail to activate your account. Your password must contain: At least 8 characters (20 maximum), one upper case letter, at least one lower case letter, at least one number and at least one symbol (! @ # \$ % ^ & *)

☐ I'm not a robot

reCAPTCHA

Submit

- 4) Before clicking on 'Submit' you must click on the verification 'reCAPTCHA' box labeled 'I'm not a robot'.

Register Process Server Portal

https://pserversjud11.ficourts.org/Account/Register.aspx

ELEVENTH
JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE OFFICE OF THE COURTS
Civil Division

Process Server Portal

[Back to Login](#)

Sign Up for Your New Account

First Name

Middle Name

Last Name

Select Gender

Select Race

mm/dd/yyyy

Password

E-Mail

Address

City

Select State

Zip Code

Make sure you typed your email correctly. You will receive an e-mail to activate your account. Your password must contain: At least 8 characters (20 maximum), one upper case letter, at least one lower case letter, at least one number and at least one symbol (! @ # \$ % ^ & *)

☐ I'm not a robot

reCAPTCHA

Submit

- 5) Once verification is complete, you must click the 'Submit' button to receive your confirmation email.
 - Once you complete this step, you must login to your email account to review the activation email.
 - Be sure you click the link that says 'Activate Account.'

Your account has not been activated yet. Please check your email, spam filter or junk mail folder and follow instructions in the confirmation email.

 no-reply@jud11.flcourts.org
Wed 12/19/2018 1:40 PM
To:  Naranjo, Joel 

  Reply all | 



Please Activate Your Account

Hello **John**,

Welcome to the Eleventh Judicial Circuit of Florida Process Server Portal provided by the 11th Judicial Circuit of Florida.

Your new account is almost ready, but before you can use the account, you must first activate it by clicking the link below. After you click the activation link, you will be redirected to the login page.

Please Note: The generated link will expire after 24 hours.



[Activate Account](#)

- 6) The activate account link will redirect you to a confirmation page.
 - You will see the following message in a **green** box with a login link.
 - Click on 'login' to return to the login page.

Verification

NOTE If you receive error message "Invalid Token", it may be because the email link that was sent, has expired (expires 24 hours after being sent.)

Your account has been approved. Please [login](#) to the site.



- 7) Enter the email address and password you registered with into the login section to enter the Process Server Portal.
- You will no longer need to use the Registration process.
 - Anytime you visit the portal you will login with your email address and password.
 - NOTE: DO NOT CREATE MULTIPLE ACCOUNTS – If you experience issues logging in you must contact the Program Coordinator at cps@jud11.flcourts.org

The screenshot shows a web browser window with the URL <https://pservers.jud11.flcourts.org/Account/Login.aspx?ReturnUrl=%2Fdefault.aspx>. The page header includes the Eleventh Judicial Circuit of Florida logo, the text "ADMINISTRATIVE OFFICE OF THE COURTS Civil Division", and "Process Server Portal". The main content area has two sections: "Log In Here" and "Register Now". The "Log In Here" section has two input fields for "Email" and "Password", a "Log in" button, and a "Forgot Password?" link. The "Register Now" section has a blue box with text: "You are required to have an account prior to using the system. The registration process enables you to establish your identity. Your account will allow you to revisit our site at any time." and a "Register" button. Two yellow arrows point to the "Email" and "Password" input fields.

- 8) Once you have successfully logged in you **MUST** enter your Social Security Number. Once you have entered your Social Security Number click on 'Submit' to enter the Process Server Portal.
- If you receive an error message that your Social Security Number matches a different account you must contact the Program Coordinator at cps@jud11.flcourts.org.

The screenshot shows a web browser window with the URL <https://pservers.jud11.flcourts.org/AddSocial.aspx?ReturnUrl=>. The page header is identical to the previous screenshot. The main content area has a section titled "Please add Social Security Number" with a text input field and a "Submit" button. A yellow arrow points to the "Submit" button.

Using the Process Server Portal

I. Editing Personal Information

The Process Server Portal allows you to edit your personal information and submit documents. To edit your personal information click on the 'Edit' link.

NOTE: You do NOT have access to edit your email address or your certificate number. Should you need to update your email address please contact the Program Coordinator at cps@jud11.flcourts.org.

Personal Information

	Certificate Number	Last Name	Middle Name	First Name	Sex	Race	DOB	Address	City	State	Zip Code	Application Status
Edit		Doe		John	M	W	3/3/1990	Test Address	Miami	FL	33016	Submitted

Attachments

Upload Files

Select File Type ▼

Browse

Upload File

Name	Description	Delete
PhoneOptions.txt	Bond	✕
Process Server Registration Manual.docx	Payment Receipt	✕

II. Uploading Required Documents

You can upload files utilizing the 'Upload Files' section.

1. Click on the drop down labeled 'Select File Type' to select the type of file you will upload.
IMPORTANT: your documents must be in PDF format.

 Personal Information

	Certificate Number	Last Name	Middle Name	First Name	Sex	Race	DOB	Address	City	State	Zip Code	Application Status
Edit		Doe		John	M	W	3/3/1990	Test Address	Miami	FL	33016	Submitted

 Attachments

 Upload Files

Select File Type ▼

Document
Bond
Payment Receipt
Complaint Response
Recertification Application

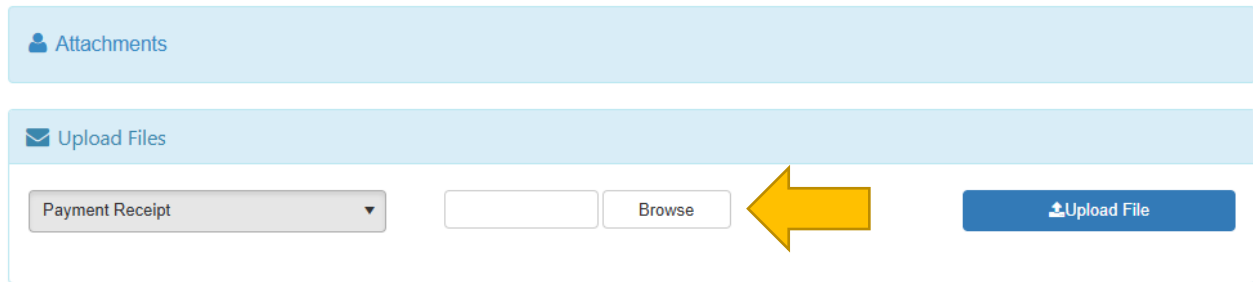


Browse



	Description	Delete
PhoneOptions.txt	Bond	
Process Server Registration Manual.docx	Payment Receipt	

2. Once you have selected the correct File Type, click on 'Browse' to select the file you wish to upload from your computer.



Attachments

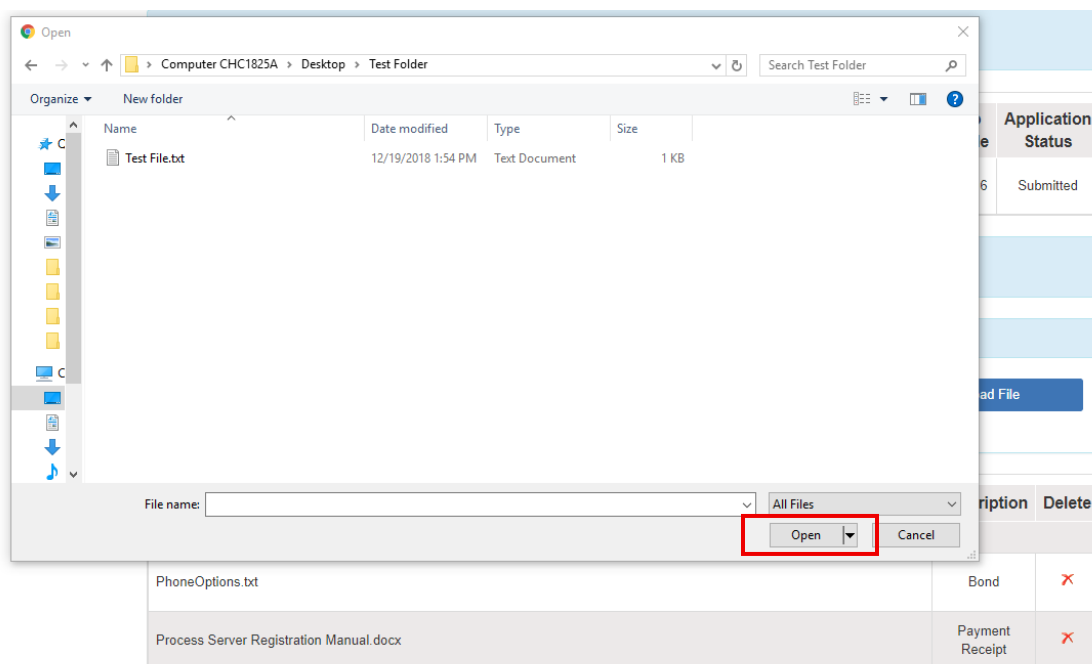
Upload Files

Payment Receipt

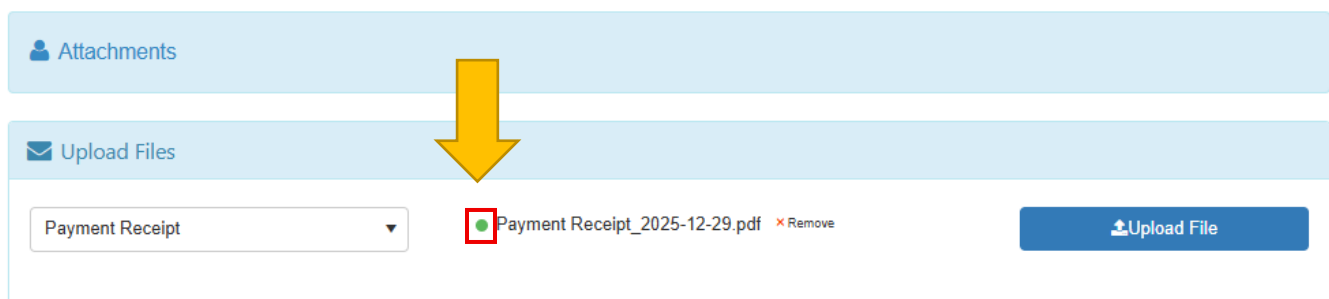
Browse

Upload File

3. Search your computer for the correct files location. Once the file is selected, click 'Open'.



IMPORTANT NOTE: The file that you selected will replace the 'Browse' box. Next to the file selected you should see a **green** circle. That tells you that your document is ready to be uploaded. If the circle is **red** or **yellow**, your document **WILL NOT** upload.



Attachments

Upload Files

Payment Receipt

Payment Receipt_2025-12-29.pdf

Remove

Upload File

4. Click on the 'Upload File' button to upload your file.
- You should then see the uploaded file and its information at the bottom.

Attachments

Upload Files

Payment Receipt ▼

● Payment Receipt_2025-12-29.pdf × Remove

Upload File

Attachments

Upload Files

Select File Type ▼

Browse

Upload File

Name	Description	Delete
Payment Receipt_2025-12-29-639168613699356931.pdf	Payment Receipt	×

IMPORTANT

IN ORDER FOR THE PORTAL TO ALLOW AN APPLICATION SUBMISSION THE FOLLOWING DOCUMENTS MUST BE PRESENT.

NEW APPLICANTS

- PAYMENT RECEIPT**
- PROOF OF RESIDENCY**
- FAPPS CERTIFICATE**

RECERTIFICATION APPLICANTS

- PAYMENT RECEIPT**
- BOND**
- FAPPS CERTIFICATE**

MAKE SURE YOU SELECT THE CORRECT FILE TYPE

- Once all required documents have been uploaded, the portal will automatically generate your application and display it at the top of the screen.

https://pservers.jud11.flcourts.org/Default.aspx

Civil Division
Process Server Portal

☐ By clicking this box, I understand that all information provided in my application is a public record and will be released upon request, unless exempt or confidential. I certify that to the best of my knowledge and belief all statements contained in the application herein and on any attachments are true, correct, complete, and made in good faith.

[Review Application](#) [Submit Application](#)

Personal Information

	Certificate Number	Last Name	Middle Name	First Name	Sex	Race	DOB	Address	City	State	Zip Code	Application Status
Edit		Doe		John	M	W	3/3/1990	Test Address	Miami	FL	33016	

Attachments

Upload Files

Select File Type

Name	Description	Delete
PhoneOptions.txt	Bond	X
Process Server Registration Manual.docx	Payment Receipt	X

- Once you have reviewed your application and read the disclaimer, click the check box at the top of the page. This will enable the 'Submit Application' button.

☒ By clicking this box, I understand that all information provided in my application is a public record and will be released upon request, unless exempt or confidential. I certify that to the best of my knowledge and belief all statements contained in the application herein and on any attachments are true, correct, complete, and made in good faith.

[Review Application](#) [Submit Application](#)

Personal Information

	Certificate Number	Last Name	Middle Name	First Name	Sex	Race	DOB	Address	City	State	Zip Code	Application Status
Edit		Doe		John	M	W	3/3/1990	Test Address	Miami	FL	33016	

Attachments

Upload Files

Select File Type

- Once you click the 'Submit Application' you will see a confirmation in **green** and your Application Status will change to Submitted.

https://pservers.jud11.flcourts.org/Default.aspx

**ELEVENTH**
JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE OFFICE OF THE COURTS
Civil Division
Process Server Portal

Hello, jpsara@jud11.flcourts.org
Log off

Your application has been successfully submitted.

Personal Information

Certificate Number	Last Name	Middle Name	First Name	Sex	Race	DOB	Address	City	State	Zip Code	Application Status
Edit	Doe		John	M	W	3/3/1990	Test Address	Miami	FL	33016	Submitted

Attachments

Upload Files

Select File Type

Name	Description	Delete
PhoneOptions.txt	Bond	
Process Server Registration Manual.docx	Payment Receipt	