

Process Server User Manual

Updated May 2023

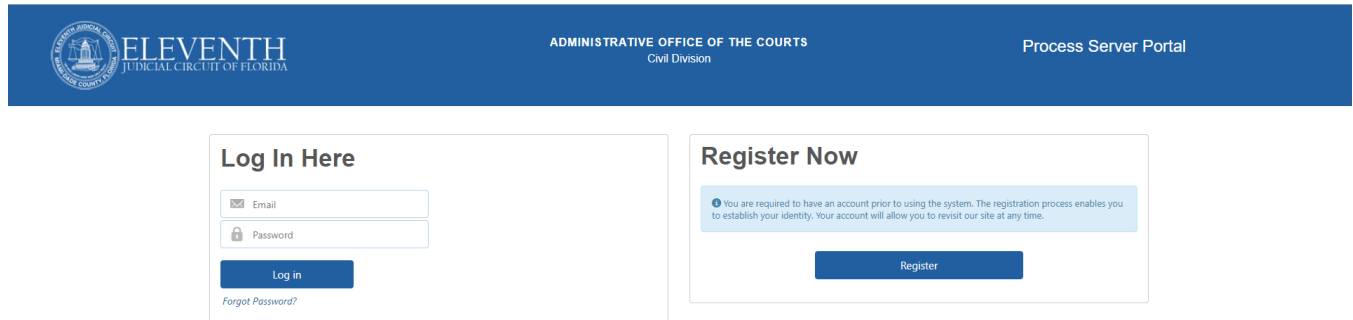
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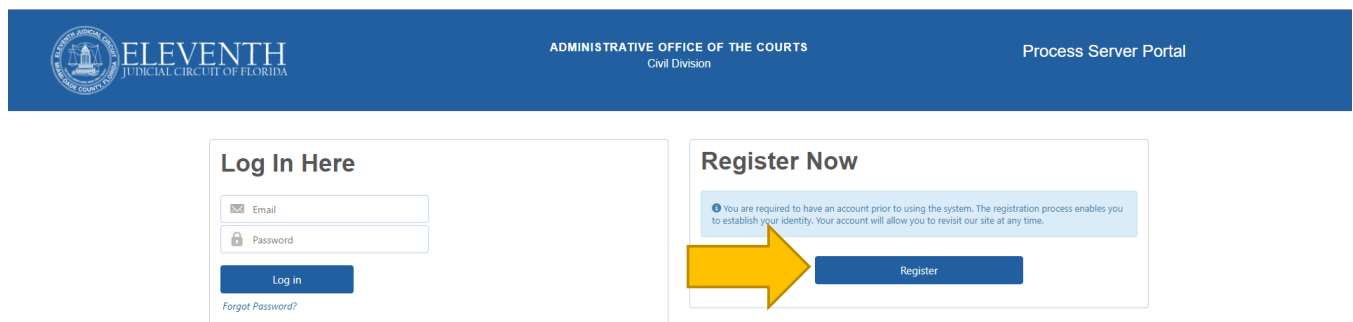
Registration Process

- 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 informational box with text about account requirements, followed by a "Register" button.

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



This screenshot is identical to the one above, but with a large yellow arrow pointing from the left towards the "Register" button in the "Register Now" section, highlighting the action to be taken.

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

The screenshot shows a web browser window with the URL <https://pservers.jud11.flcourts.org/Account/Register.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 heading is 'Sign Up for Your New Account'. The form contains the following fields: First Name, Middle Name, Last Name, E-Mail, Address, City, Select Gender, Select State, Select Race, Zip Code, mm/dd/yyyy, Password, and Confirm Password. A yellow warning box states: '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 (! @ # \$ % ^ & *)'. Below the form is a reCAPTCHA box with the text 'I'm not a robot' and a 'Submit' button.

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

This screenshot is identical to the one above, but with a large yellow arrow pointing to the reCAPTCHA box labeled 'I'm not a robot'.

- 5) Once verification is complete, you can click the 'Submit' button to receive your confirmation email.



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

Once here you must go to your email and check for the activation email. Click on the 'Activate Account' link.

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

  Reply all | 



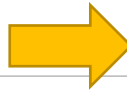
Please Activate Your Account

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.

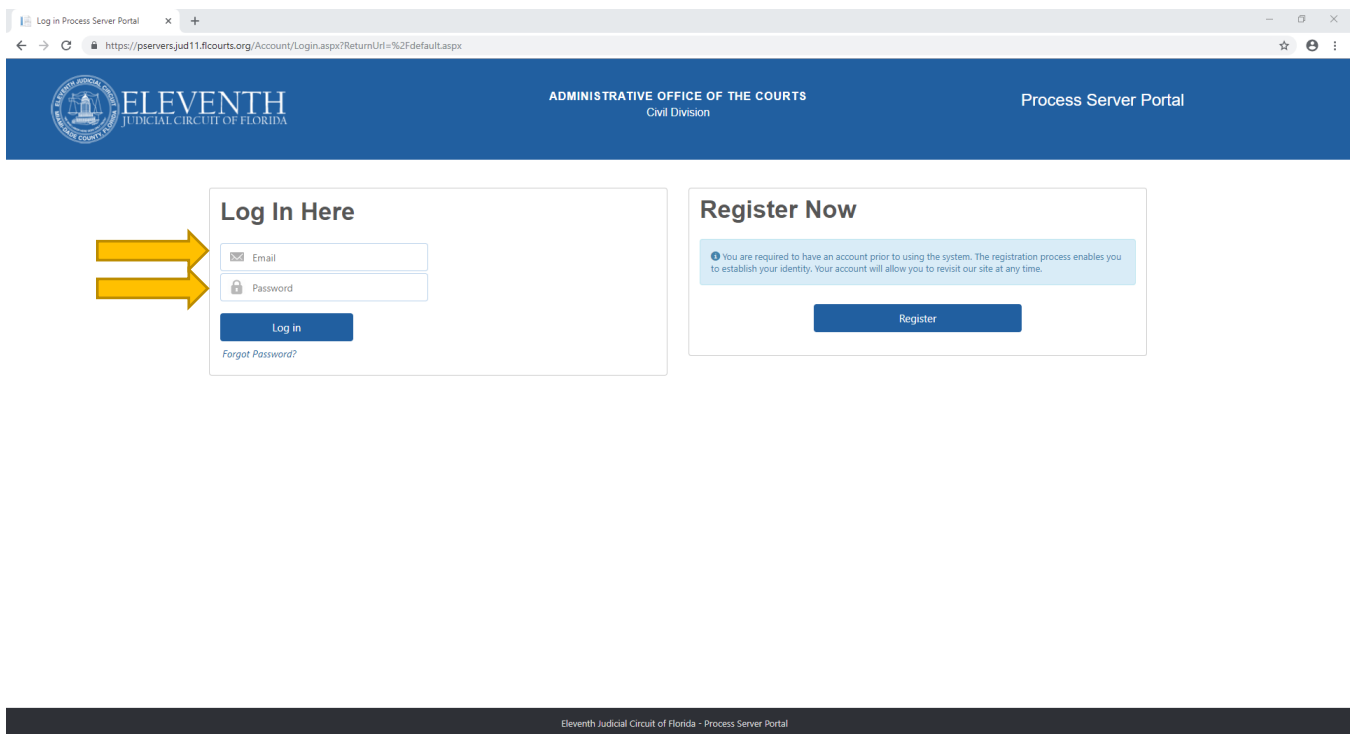


[Activate Account](#)

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



- 7) Enter the email address and password you registered with in the login section to enter the Process Server Portal. You will no longer need to use the Registration process. Anytime you visit the page you can log in with your email address and password.



- 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.

← → ↻ <https://pservers.jud11.flcourts.org/AddSocial.aspx?ReturnUrl=>



ELEVENTH
JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE OFFICE OF THE COURTS
Civil Division
Process Server Portal

Please add Social Security Number

Submit

Using the Process Server Portal

The Process Server Portal allows you to edit your personal information and submit documents. To edit your personal information click on the 'Edit' link. The only information you do not have access to edit is your email address and your certificate number.

 [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	

You can upload files in the 'Upload Files' section. First, 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

 Upload File

PhoneOptions.txt

Bond

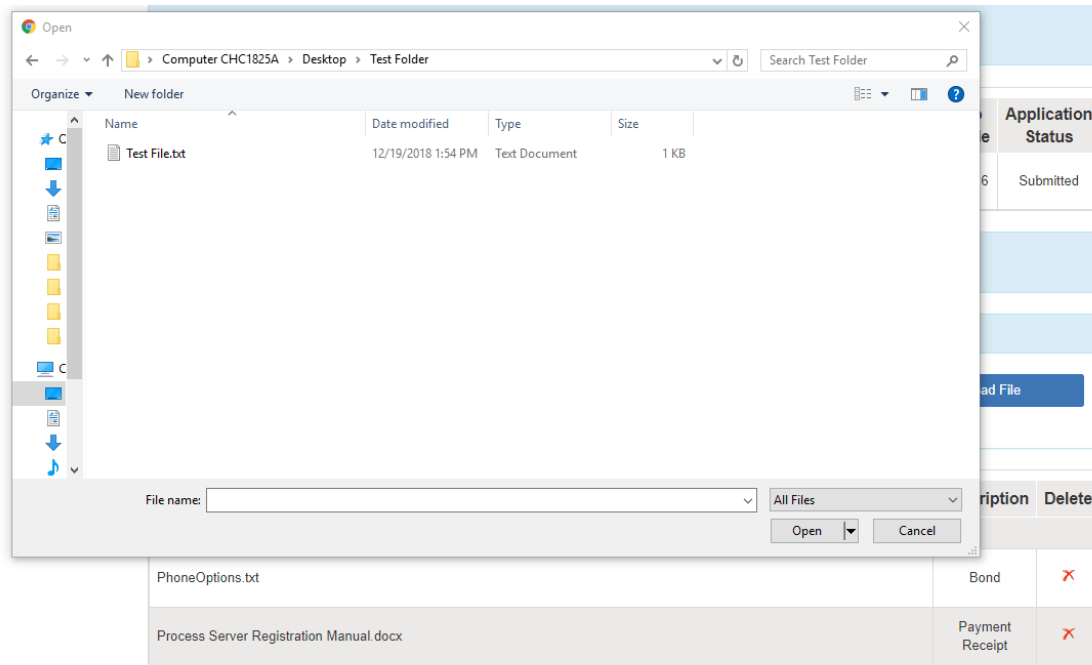


Process Server Registration Manual.docx

Payment
Receipt



Then, click on 'Browse' to select the file you wish to upload. When the file is selected click 'Open'.



Now you can click on the 'Upload File' button to upload your file. You will then see the uploaded file and its information at the bottom.

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

Document
Browse

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

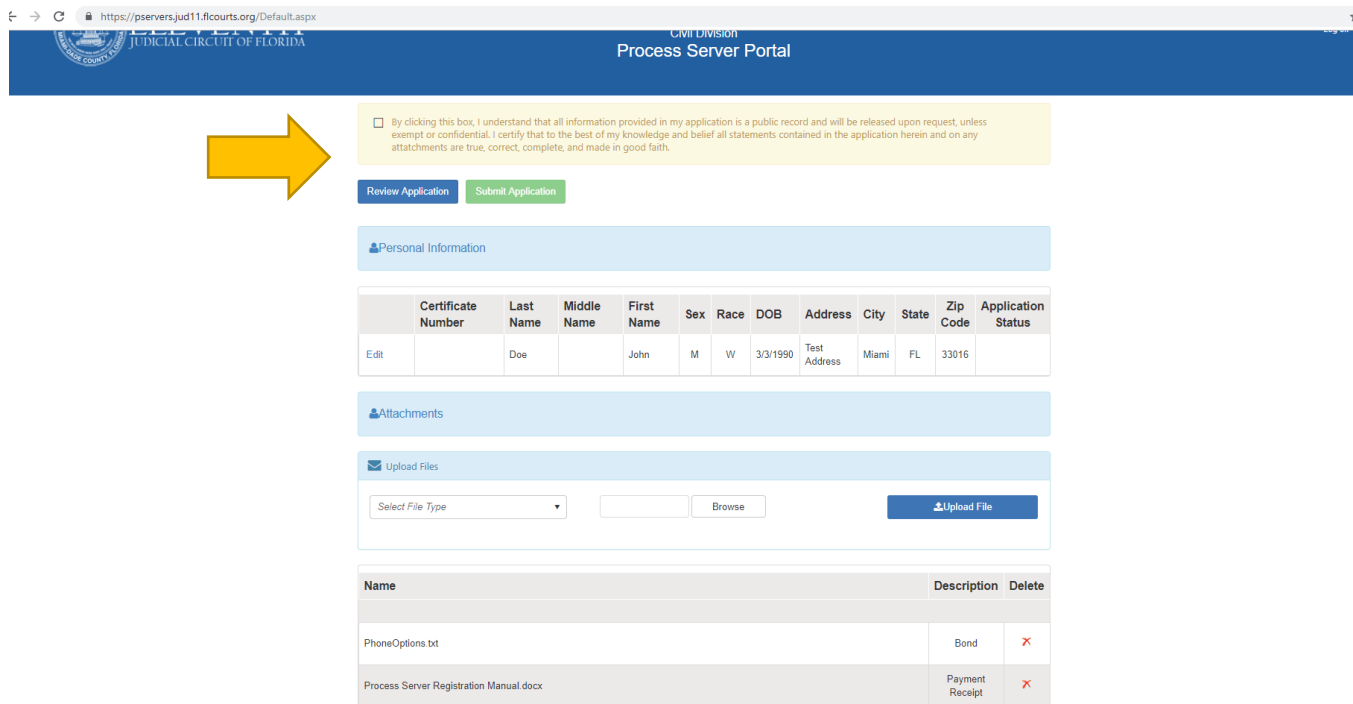
In order to submit your application you will have to upload two files.

NEW APPLICANTS MUST UPLOAD A PAYMENT RECEIPT AND PROOF OF RESIDENCY.

RECERTIFICATION APPLICANTS MUST UPLOAD A PAYMENT RECEIPT AND BOND.

IMPORTANT: MAKE SURE YOU CHOOSE THE CORRECT FILE TYPE FOR EACH DOCUMENT (see above).

Once both documents have been uploaded, you will now have application information displayed at the top of the page.



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

You can click on the 'Review Application' button to view the application. If any of your information is incorrect, you will have to click on the 'Edit' button under your 'Personal Information' section and correct the information. You will not be able to click on the 'Submit Application' button until the next step is completed.

Once you have reviewed your application and read the disclaimer, you may 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

Browse

Upload File

You can now click the 'Submit Application' button to submit your application. You will see a confirmation and your Application Status will change to Submitted.



ELEVENTH
 JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE OFFICE OF THE COURTS
 Civil Division
 Process Server Portal

Hello, jlsarango@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

Browse

Upload File

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