

IN THE CIRCUIT COURT FOR THE FIFTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA

ADMINISTRATIVE ORDER NO. A-2008-21-B

SECOND AMENDED ADMINISTRATIVE ORDER REGARDING CERTIFICATION
AND REGULATION OF CIVIL PROCESS SERVERS
AND
ORDER ESTABLISHING THE FIFTH CIRCUIT CERTIFIED CIVIL PROCESS
SERVER REVIEW BOARD
AND
RESCINDING ADMINISTRATIVE ORDER NUMBER A92-25A-2

WHEREAS, the number of applications for Certification as a Civil Process Server in the Fifth Circuit has increased dramatically; and

WHEREAS, the administrative burden of certification and regulation of Civil Process Servers pursuant to Section 48.25, et seq., Florida Statutes, has increased comparatively to the increase in the number of application for Certification as a Civil Process Server; and

WHEREAS, the Legislature of the State of Florida clearly intended to supplement service of process by various Sheriffs of Florida Counties with an alternate means of service of civil process by Certified Civil Process Servers when it enacted 48.25, et seq., Florida Statutes; and

WHEREAS, if this Court is to continue to exercise its discretionary power to certify and regulate Certified Civil Process Servers pursuant to 48.025, et seq., Florida Statutes, the procedures to be followed in the Fifth Judicial Circuit must be reformed and clarified; and

WHEREAS, in order to efficiently and uniformly ensure proficiency and professionalism in the service of civil process and in keeping with public trust and legal importance of proper service of process;

NOW, THEREFORE, I, Don F. Briggs, pursuant to the authority vested in me as Chief Judge of the Fifth Judicial Circuit of Florida under Florida Rule of Judicial Administration 2.215, and being more fully informed and advised in the premises, it is hereby

ORDERED as follows:

I. Definitions & Authority:

- 1) **"Certified Process Server"** means a natural person who has met the requirements for certification provided in Section 48.29, Florida Statutes and this Administrative Order, and who has been placed on the approved list of certified process servers by the Chief Judge of the Fifth Judicial Circuit.
- 2) **"Board"** means the Fifth Judicial Circuit Certified Civil Process Server Review Board, as established herein.
- 3) **Authority of process servers.** Placement of an individual's name on the approved list of Certified Civil Process Servers authorizes him or her to serve initial non-enforceable civil process on a person found within the Circuit where the process server is certified when a civil action has been filed against such person in the Circuit or County Court in this State. The Chief Judge may certify a civil process server in a specified Court or Counties within the Circuit rather than Circuit-wide in the Chief Judge's discretion and/or upon request of the applicant.

II. Purpose:

This Administrative Order is intended to ensure proficiency and professionalism in the service of civil process, in keeping with the public trust and legal importance of proper service of process.

III. Fifth Judicial Circuit Certified Civil Process Server Review Board:

- 1) **Board Composition:** The Fifth Judicial Circuit Certified Civil Process Server Review Board is hereby created to monitor the certification, conduct and professionalism of persons certified pursuant to this Administrative Order and Section 48.25, et seq., Florida Statutes. The Board shall be under the supervisory authority of the Chief Judge of the

Fifth Circuit. The Board shall be composed of one (1) Certified Civil Process Servers, one (1) licensed attorney who is a member of the Florida Bar, one (1) representative of a Clerk of Court within this Circuit who is familiar with the service of process, one (1) representative of the law enforcement community in this Circuit who is familiar with the service of process, and one (1) additional individual to be determined by the Chief Judge. The Board shall be comprised of members as stated herein unless a member is otherwise appointed by the Chief Judge. All members shall be appointed by the Chief Judge of the Fifth Circuit. Service on the Board at the Chief Judge's request shall be a condition of continued certification for the Certified Civil Process Server.

- 2) **Officers: Quorum.** Annually, the Board shall elect one of its members to serve as chair and one to serve as vice-chair. The Chair shall notify the Chief Judge of its selections to these positions in writing. A majority of the Board shall constitute a quorum.
- 3) **Vacancies.** Any vacancy on the Board shall be filled by appointment of the Chief Judge. A person appointed to fill a vacancy shall serve for the remainder of the term of the member being replaced.
- 4) **Terms.** The initial terms of the Board members shall be as follows:
 - A. One (1) year: The first appointed Law Enforcement representative, the first representative of a Clerk of Court, and the first member of the Florida Bar appointed by the Chief Judge;
 - B. Two (2) years for all other first members appointed by the Chief Judge.

Following the initial terms, all terms shall be three years. Board members shall be eligible for reappointment. However, no person shall serve more

than two consecutive 3-year terms without prior approval by the Chief Judge.

- 5) **Duties.** The duties of the Board shall include the following:
 - A. The Board shall be responsible for the recommendation of certification and review of complaints and concerns regarding Certified Civil Process certification, receipt and review of complaints and concerns to Certified Civil Process Servers, receipt and review of responses of Certified Civil Process Servers to complaints, conduct of hearings, and recommendations of discipline of Certified Civil Process Servers to the Chief Judge.
 - B. The Board shall have the authority and discretion to adopt rules governing its operating procedures which shall be submitted to the Chief Judge for approval.
 - C. The Board may make recommendations to the Chief Judge regarding an amendment to the rules.
- 6) **Fees.** Applicants shall pay a first time application and testing fee of \$250.00 payable to the State of Florida. The annual renewal fee shall be \$150.00 and shall be submitted with the request for renewal of certification. All Fees are non-refundable regardless of certification status.
- 7) **Records.** The Board, or member designated by the Chair of the Board shall maintain records and minutes of its meetings, hearings, and other official actions.
- 8) **Expenses.** Members of the Board shall serve without compensation.

IV. Application for Certification.

All Applicants seeking certification shall apply to the Board using the application

form attached hereto as "Attachment A". The application and testing fee must be included with the application. Any application submitted that does not include all necessary fees or documentation will not be considered or processed.

The Board shall accept applications for certification during normal working hours throughout the year.

V. Qualifications.

Applicants must satisfy the following requirements to qualify for certification in the Fifth Circuit:

- A. Be at least 18 years of age;
- B. Have no mental or legal disability;
- C. Be a permanent resident of this State;
- D. Attest that they have read and become familiar with the laws and rules governing the service of process;
- E. Take and pass a written examination administered by the Court and approved by the Chief Judge;
- F. Submit to a background investigation, at the applicant's expense, which shall include any criminal record of the applicant;
- G. File with the Board a certificate of good conduct certifying:
 - a. there is no record of any pending criminal case, whether felony or misdemeanor, against the applicant;
 - b. there is no record of any felony conviction for which civil rights have not been restored;
 - c. there is no record of conviction of the applicant of a misdemeanor involving moral turpitude or dishonesty within the preceding five (5) years;
- H. Take an Oath to Office that he/she will honestly, diligently, and faithfully exercise the duties of a Certified Process Server;
- I. Execute and file with the Board a bond in the amount of \$5,000.00 with a surety company authorized to do business in this State for the benefit of any person injured by

misfeasance, malfeasance, neglect of duty, or incompetence of the applicant in connection with his/her duties as a process server.

VI. Examination.

The Court shall develop and administer a written examination to all applicants seeking Certified Civil Process Server certification, to ensure that such applicants possess a satisfactory level of understanding and knowledge of the laws and rules regarding the service of process. The contents of the examination shall be subject to the approval of the Chief Judge. A passing score shall be no less than 80% of the questions answered correctly. The examination shall be administered not less than once a year, at such time and place as may be designated by the Court. Notice of the time and place of the test shall be provided by the Court to all applicants.

VII. Issuance of Certification.

Upon satisfactory completion of the specified prerequisites, the Board shall recommend the applicant to the Chief Judge for entry on the list of Certified Civil Process Servers. If the Chief Judge is satisfied that the conditions have been adequately met, the Chief Judge shall issue an Order placing the applicant on the list of certified process servers and provide a copy of the Order to the Court Administrator and the Clerk of the Court for each County within the Fifth Circuit. The Court Administrator and the Clerk of the Court for each County shall maintain a list of Certified Process Servers based upon the Court's Order.

VIII. Identification Card.

Upon certification as a Certified Civil Process Server, the applicant shall be issued an identification card by the Court in the form prescribed by Section 48.29(5)(b), Florida Statutes. Costs incident to the preparation and issuance of the card shall be paid by the applicant. Each identification card shall be renewable annually upon proof of good standing, current bond, and payment of the renewal fee set out in Section III (6) above.

IX. Renewal of Certificate.

- A. **Annual renewal.** Each Certified Civil Process Server shall pay an annual certificate renewal fee in the amount of \$150.00. A certificate shall be suspended automatically upon non-payment, but shall be reinstated upon application to the Board, accompanied by payment, made within sixty (60) days of the date of the suspension. Upon expiration of the sixty (60) day grace period the initial application fee of \$250.00 must be paid and the written examination must be re-taken. Thereafter any request for reinstatement must be made pursuant to sections IV, V, and VI of this Order.
- B. **Biennial testing.** To assure that Certified Civil Process Servers have maintained adequate knowledge of current laws and rules applicable to service of process, renewal may require the successful completion of the written examination. There will be a fifty (\$50.00) fee for administering this exam. A passing score for renewal shall be no less than 80% of the questions answered correctly. The renewal examination may be given more frequently and at different locations than the initial application. The Board may require every Certified Civil Process Server to submit to the written examination at any time prior to the renewal of his/her certification.
- C. The Board shall take action as required herein no later than March 15 of the then current year for certification effective April 1 of that same year. All certifications shall be valid for one (1) year, except as set forth in Sections X through XIV hereof.

X. Prohibited Conduct, Generally

The following conduct is prohibited and may lead to disciplinary action:

- a. accepting employment in which the Certified Civil Process Server has an interest, or continuing employment after becoming aware of the existence of an interest;
- b. making false or misleading statements or misrepresentations regarding other Certified Civil Process Servers in this Circuit

to any person with the intent to obtain business as a result of such false statements or misrepresentations or to deprive the subject Certified Civil Process Server from continued business;

- c. making false statements or omissions to any person with regard to the Certified Civil Process Server's identity or legal authority in order to effect service of process;
- d. continuation of false or deceptive advertising or other activity intended to generate business after receipt of a cease and desist letter from the Board;
- e. use of inappropriate, unprofessional, threatening or intimidating tactics to obtain client lists or other business records from other Certified Civil Process Servers' offices or from client's offices;
- f. alcohol or drug abuse, physical incapacity, or mental instability which does or is likely to interfere with the performance of the duties of a Certified Civil Process Server;
- g. misrepresentation as to the identity of the party receiving service or the process server who actually delivered the service. (Note that knowingly executing a false return of service is a felony of the third degree);
- h. obtaining the certification by fraudulent means;
- i. having his/her certification revoked in another state and/or circuit;
- j. has been the subject of a court order adjudicating the certified civil process server delinquent on his/her child support obligation
- k. accepting a gratuity, gift or favor that might or appears to interfere or influence professional judgment;
- l. failing to maintain honesty in all professional dealings;
- m. making malicious or intentionally false statements about a colleague;
- n. misrepresenting one's own professional qualifications;
- o. submitting fraudulent information on any document in

- connection with professional activities;
- p. misrepresenting one's own identity in order to avoid service of process;
- q. any other practices which constitute malfeasance, misfeasance, neglect of duty, or incompetence.

XI. Conduct Warranting Revocation of Certification.

A certificate issued pursuant to these rules may be revoked for any of the following reasons:

- a. Conviction of a felony or of a misdemeanor involving moral turpitude, dishonesty, or false statement;
- b. Fraud, dishonesty or corruption which is related to the functions and duties of a Certified Civil Process Server;
- c. Fraud or misrepresentation in obtaining or renewing certification;
- d. Nonpayment of renewal fees;
- e. Engaging in any of the prohibited activities listed in Subsection XI above.

XII. Disciplinary Procedures.

- A. **Initiation.** Disciplinary proceedings may be initiated before the Board either by a signed written complaint asserting or alleging a violation of these rules or by the Board on its own motion.
- B. **Probable Cause; Notification.** If a majority of the Board finds probable cause to believe that a violation of these rules has occurred it shall send written notice thereof, identifying the rule or rules alleged to have been violated, to the Certified Civil Process Server by certified United States Mail to the last mailing address on file with the Board. The Board shall further notify the Chief Judge of its findings, who shall have the authority to temporarily suspend the certification of the Certified Civil Process Server pending the outcome of the disciplinary process set forth herein.

- C. **Response.** Within thirty (30) calendar days of the issuance of a finding of probable cause, the Certified Civil Process Server shall file a written response with the Board. If the Certified Civil Process Server does not timely respond, the violations identified in the finding of probable cause shall be deemed admitted. An untimely response will be deemed a failure to respond.
- D. **Board Review.** Within sixty (60) calendar days after the filing of the written response to the finding of probable cause or within sixty (60) calendar days following the expiration of the time within which to file a response (if none is filed or filed untimely), the Board shall review the complaint, the finding of probable cause, the response thereto (if any) and any other pertinent materials or information and decide whether to :
- a. dismiss the proceeding;
 - b. issue a proposed disposition; or
 - c. set a hearing.

The Board shall promptly send written notification of its decision to the Certified Civil Process Server by certified United States Mail to the last address on file with the Board.

- E. **No Hearing Demanded.** A proposed disposition issued pursuant to subdivision (D)(b) above shall become final unless the Certified Civil Process Server demands a hearing on the decision within fifteen (15) calendar days from the date of the decision.
- F. **Timing of Hearing.** Absent good cause, no hearing shall take place less than thirty (30) days or more than ninety (90) days from the date of notice pursuant to subdivision (D)(c) above or of the Certified Civil Process Server's demand pursuant to subdivision (E) above.
- G. **Identity of Complainant.** Upon written request filed with the Board after a hearing has been scheduled the Board shall promptly reveal to the Certified Civil Process Server the identity of the complaining party.

- H. **Legal Representation.** The Certified Civil Process Server may be represented by an attorney at any stage of the proceeding. The Certified Civil Process Server shall be responsible for all of his or her own costs and expenses associated with the hearing and proceedings including attorney fees.

XIII. Disciplinary Hearings.

- A. **Pre-Hearing Discovery.** Pre-hearing discovery shall not be permitted unless expressly authorized by the Board in response to a written request.
- B. **Rules of Evidence.** Strict rules of evidence shall not apply. The Board may, in its discretion, consider any evidence presented including affidavits, giving such evidence the weight it deems appropriate.
- C. **Hearings to be Recorded.** The Board shall ensure that all hearings are recorded by any means deemed appropriate by the Board.
- D. **Hearing Procedure.** At the hearing, both the Board and the Certified Civil Process Server shall be afforded the opportunity to introduce documents and other relevant evidence and to elicit sworn testimony.
- E. **Board Deliberations.** Following the presentation of evidence, the Board shall deliberate regarding its decision. Such deliberations shall take place in private.
- F. **Finality of Decision; Rehearing.** Unless the Certified Civil Process Server files a request for rehearing within ten (10) calendar days from the date of the decision, the Board's decision shall be deemed final and forwarded to the Chief Judge as a recommendation of disposition. If a timely request for rehearing is filed with the Board, the decision of the Board shall not be forwarded to the Chief Judge until the request has been disposed of by written decision. A copy of the decision shall be sent to the

Certified Civil Process Server by certified United States Mail to the last address on file with the Board. Thereafter, the written decision on the request for rehearing and the decision of the Board shall be forwarded to the Chief Judge.

XIV. Disciplinary Dispositions.

- A. **Burden of Proof.** If the Board finds that there is clear and convincing evidence that the Certified Civil Process Server has violated one or more of the rules as set forth herein, it shall recommend to the Chief Judge such discipline as it may deem appropriate, consistent with this Order.
- B. **Vote Required; Notification.** All decisions of the Board shall be made by majority vote, in writing and if adverse to the Certified Civil Process Server, shall contain factual findings supporting the decision. A copy of the decision shall be sent to the Certified Civil Process Server by certified United States mail.
- C. **Sanctions.** Discipline recommended by the Board and imposed by the Chief Judge may consist of one or more of the following:
 - i. A reprimand from the Board;
 - ii. A reprimand from the Chief Judge;
 - iii. The imposition of costs and expenses incurred by the Board in connection with the proceeding, including costs of recording and investigation;
 - iv. Restitution;
 - v. Requiring the Certified Civil Process Server certification examination be successfully taken, or retaken;
 - vi. Limiting the geographic scope of the practice by county;
 - vii. Suspension of certification not to exceed one (1) year, after which the individual may seek reinstatement of his/her certification as provided in Section (IX) hereof

and upon any other conditions the Chief Judge may deem appropriate;

viii. Revocation of certification.

D. If, after reviewing the Board's recommendation and factual findings, the Chief Judge determines that sanctions are appropriate, the Chief Judge shall enter an Order Imposing Sanctions. The Office of the Court Administrator and the Clerk of the Court for each County shall update the list of Certified Civil Process Servers with notations or removals based on these Court orders.

XV. Confidentiality of Disciplinary Proceedings.

When a disciplinary proceeding is either dismissed or results in a reprimand from the Board, all records of the proceeding shall remain confidential; otherwise all such records shall become public record when the Chief Judge makes a final disposition.

XVI. Review of Adverse Disciplinary Dispositions.

Within thirty (30) days of a final adverse disciplinary disposition after a hearing the Certified Civil Process Server may seek review by common law certiorari to the Fifth District Court of Appeals pursuant to Rule 9.100, Florida Rules of Appellate Procedure.

XVII. Reinstatement.

A Certified Civil Process Server whose certificate has been revoked may apply in writing for reinstatement. Such request shall explain why the applicant believes that he/she should be reinstated and shall include a renewal fee of \$150.00. Whether to recommend to the Chief Judge for or against such a request shall rest in the sole and absolute authority and discretion of the Board. The Board may recommend such conditions upon reinstatement as it deems appropriate.

XVIII. Effective Date.

The rules promulgated by this Order shall take effect immediately upon the

entry thereof.

ADMINISTRATIVE ORDER NUMBER A92-25A-2 IS HEREBY RESCINDED.

IT IS SO ORDERED in Chambers, in Tavares, Lake County, Florida, on this
24th day of June, 2013.



**DON F. BRIGGS
CHIEF JUDGE
FIFTH JUDICIAL CIRCUIT**

**FIFTH JUDICIAL CIRCUIT
CERTIFIED PROCESS SERVER APPLICATION**

PERSONAL DATA

NAME _____

 Last First Initial
ADDRESS _____

 Number and Street City State Zip

MAILING ADDRESS _____

 P.O. Box City State Zip

TELEPHONE (B) _____ (H) _____

Request posting of mailing address and business phone number on the certified
process server web page. Yes _____ No _____

SOCIAL SECURITY NUMBER _____

CITIZENSHIP _____

IF ALIEN, check which type of work authorization you have:

_____ Alien Registration Form I-151

_____ Refugee Status Form I-94

File Number of Form _____

If NATURALIZED, record the following forms of identification:

Naturalization Certificate Number _____

U.S. Passport Number _____

Voter's Registration Number _____

ARE YOU 18 OR MORE YEARS OLD? _____

DATE OF BIRTH _____

DO YOU HAVE ANY MENTAL OR LEGAL DISABILITIES? _____

If so list: _____

ARE YOU A PERMANENT FLORIDA RESIDENT? _____

HAVE YOU EVER BEEN A MEMBER OF THE U.S. ARMED SERVICES?

YES _____ NO _____

Type of discharge: HONORABLE _____ GENERAL _____ OTHER _____

If other, explain: _____

RESIDENCY DATA

PLEASE LIST YOUR RESIDENCES FOR THE PAST FIVE YEARS IN REVERSE CHRONOLOGICAL ORDER.

Number & Street	City	State	Zip
Number & Street	City	State	Zip
Number & Street	City	State	Zip
Number & Street	City	State	Zip
Number & Street	City	State	Zip

EDUCATIONAL DATA

PLEASE LIST THE SCHOOLS WHICH YOU ATTENDED IN CHRONOLOGICAL ORDER BEGINNING WITH HIGH SCHOOL.

School Level	Name		
Number & Street	City	Zip	
Dates Attended	Graduate Y/N	Major	Degree
School Level	Name		
Number & Street	City	Zip	
Dates Attended	Graduate Y/N	Major	Degree
School Level	Name		
Number & Street	City	Zip	
Dates Attended	Graduate Y/N	Major	Degree

EMPLOYMENT DATA

PLEASE LIST YOUR THREE MOST RECENT EMPLOYERS IN REVERSE
CHRONOLOGICAL ORDER

Employer		
Number & Street	City	Zip
Dates Employed	Position	

Employer		
Number & Street	City	Zip
Dates Employed	Position	

Employer		
Number & Street	City	Zip
Dates Employed	Position	

OCCUPATIONAL / PROFESSIONAL LICENSES OR CERTIFICATES

TYPE	NUMBER
DATE OBTAINED	RENEWAL DATE

TYPE	NUMBER
DATE OBTAINED	RENEWAL DATE

DRIVER'S OR CHAUFFEUR'S LICENSE

Type	
Number	
State	
Expiration	

BACKGROUND INFORMATION

PERSONAL DATA

CITIZENSHIP _____

BIRTH DATE _____

BIRTH PLACE _____

RACE _____ HEIGHT _____ WEIGHT _____

HAIR COLOR _____ EYE COLOR _____

DO YOU HAVE ANY IDENTIFYING MARKS? _____ IF SO, PLEASE LIST THE
TYPE OF MARK AND ITS LOCATION _____

CRIMINAL HISTORY

PLEASE LIST ANY OFFENSE FOR WHICH YOU HAVE BEEN CONVICTED, OR
ANY CHARGE AGAINST YOU CURRENTLY.

Offense	County	State	Date
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Offense	County	State	Date
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Offense	County	State	Date
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Offense	County	State	Date
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Offense	County	State	Date
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Offense	County	State	Date
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I HEREBY CERTIFY that all information provided on this application is true, including any information implied by omission. I understand that any misinformation supplied herein shall result in an immediate forfeiture of any opportunity to become or remain a certified process server in the Fifth Judicial Circuit.

Signature

Date

FIFTH JUDICIAL CIRCUIT
CERTIFIED PROCESS SERVER

CERTIFICATE OF GOOD CONDUCT

STATE OF FLORIDA
COUNTY OF _____

Before me this day personally appeared _____ who, being first
duly sworn, deposes and says:

1. There is no criminal case pending against him/her.
2. There is no record of any felony conviction against him/her.
3. There is no record of a conviction of a misdemeanor involving moral turpitude or
dishonesty against him/her within the past 5 years.

Signature

Subscribed and sworn to before me this _____ day of _____,
Personally known _____ or produced identification _____ type of identification
produced _____.

Notary Public

STATE OF FLORIDA
COUNTY OF _____

OATH OF OFFICE OF CERTIFIED PROCESS SERVER

I, _____, a citizen of the state of Florida and the United States of
America, being appointed a certified process server within the jurisdiction of the Fifth
Judicial Circuit of the state of Florida, do hereby solemnly swear or affirm that I will support
the constitution of the United States and of the state of Florida, and that I will faithfully
execute my duties as certified process server pursuant to the provisions of §48, Florida
Statutes.

Florida Drivers License Number

Signature

Subscribed and sworn to before me this _____ day of _____
Personally known _____ or produced identification _____ type of identification
produced _____.

Notary Public

PROCESS SERVER'S BOND

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as principal, and _____ a corporation duly licensed for the purpose of making, guaranteeing or becoming a sole surety upon bonds, or undertakings, required by the laws of the state of Florida, as Surety are held and firmly bound unto the State of Florida, Fifth Judicial Circuit, in the sum of \$5,000, lawful money of the United States of America, for the payment whereof well and truly to be made, we bind ourselves, our heirs, executors, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, THAT

WHEREAS, if the above bounded principal shall well, truly and faithfully comply with the provisions of statutes in the State of Florida, then this obligation shall be null and void, otherwise to remain in full force and effect.

The surety hereunder may relieve itself from liability to the extent and in the manner set forth in the provisions of the statutes governing the termination by the surety of liability under the bond provided; however, that in no event shall it be relieved from liability as respects transactions occurring before the date of termination.

If the surety shall so elect this bond may be canceled by giving 30 days written notice to obligee.

This bond shall be in effect from _____ and expires on _____

Signed and sealed this _____ day of _____, _____

Principal (print or type name) _____

Name of Surety _____

By: _____
Signature of Principal

Attorney in fact _____

Address of Surety _____

AFFIDAVIT OF SERVICE

STATE OF FLORIDA COUNTY OF _____ COURT _____

Plaintiff

CASE NUMBER: _____

vs.

Defendant

Before me, the undersigned authority, personally appeared _____
being first duly sworn, deposes and says:

1. Affiant is not a party to nor interested in the outcome of the above case and is over the age of 18 years.
2. Affiant received the attached _____
3. Affiant personally served same upon _____
who was then at _____
on _____ And _____ M.
4. I have been properly certified as a process server by Administrative Order 2008-21-A and am currently certified to serve process pursuant to the provisions of the order.

_____ INDIVIDUAL SERVICE: By delivering to the within named person a true copy of the process, with the date and hour of service endorsed by me. At the same time, I delivered to the within named person a copy of the complaint, petition, or other initial pleading or paper.

_____ SUBSTITUTE SERVICE: By leaving a true copy of this process, with the date and hour of service endorsed thereon by me, and a copy of the complaint, petition, or other initial pleading or paper, at the within named person's place of abode with any person residing therein who is 15 years of age or older and informing the person of the contents.

Name

Relationship

_____ CORPORATE SERVICE: By delivering a true copy of this process with the date and hour of service endorsed thereon by me and a copy of the complaint, petition, or other initial pleading or paper to:

Name: _____ Title _____

Corporate Name _____ As president, vice-president, or other head of the corporation; or in their absence, the cashier, treasurer, secretary, or general manager; or in their absence, any officer or business agent residing in the state; or the resident agent; or and employee at the corporation's place of business due to failure of the registered agent to comply with §48.091 and informing them of their contents.

_____ POSTED RESIDENTIAL: By attaching a copy of this process, together with a copy of any attachments, to a conspicuous place on the property described within. Neither the tenant(s) nor a resident 15 years of age or older could be found at the tenant(s) usual place of residence, after 2 attempts at least 6 hours apart.

_____ OTHER: By delivering a true copy of this process, with any attachments provided, to _____ as _____

_____ NON-SERVICE: And hereby return same unserved on _____ for the reason that after diligent search and inquiry, the within named could not be found in _____ County, Florida.

Affiant

Address

Sworn to and subscribed before me this _____ day of _____, _____
by affiant who is personally known to me or produced identification. Type of
identification produced _____

Notary Public