

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.701 - 12/11\*

IN RE: CERTIFIED PROCESS SERVERS

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The Florida Certified Process Server Act, Florida Statutes 48.25 through 48.31, expressly vests in the Chief Judge the authority to establish an approved list of process servers who have met the requirements for certification under the Florida Certified Process Server Act and the requirements set forth by the Fifteenth Judicial Circuit of Florida.

**NOW, THEREFORE, NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

Standards and requirements are established for Certified Process Servers to be eligible to be included on the approved list for the Fifteenth Judicial Circuit. The Administrative Office of the Courts of the Fifteenth Judicial Circuit of Florida (hereinafter "AOC") shall maintain the said List of Approved Certified Process Servers. Individuals seeking certification as process servers within the Fifteenth Judicial Circuit must comply with the following conditions:

CERTIFICATION OF PROCESS SERVERS

1. Individuals seeking certification must submit an application with a reasonable processing fee, as set forth by the Administrative Office of the Courts, and must fulfill the following requirements:
  - a. The applicant shall be a permanent resident of the State of Florida; shall be at least eighteen (18) years of age; and must have no mental or legal disability.
  - b. The applicant shall submit to a background investigation which shall include a review of the applicant's criminal record, if any exists.
  - c. The applicant shall obtain and file with the application a certificate of good conduct which specifies all of the following:
    - (1) There is no pending criminal case against the applicant.
    - (2) There is no record of any felony conviction.
    - (3) There is no record of a conviction of a misdemeanor involving moral turpitude or dishonesty within the past five (5) years.

- d. Persons who have completed an application and satisfied the requirements set forth in paragraphs 1(a)-(c) shall submit to a written examination, testing the applicant's knowledge of the laws and rules regarding the service of process. A passing examination score is hereby fixed at **eighty percent (80%)**. The content, frequency and location of the examination shall be approved by the Chief Judge.
  - e. The applicant shall execute a performance bond with a surety company authorized within this County in the amount of Five Thousand Dollars (\$5,000.00) as provided in §48.29(2)(g), Florida Statute. Such bond **must remain in force and effect during the certification period. The bond shall either be recorded by the Clerk of the Court with a certified copy provided to the AOC or the original bond is to be surrendered to the AOC.** The bond shall be renewed on an annual basis unless the bond is for a period greater than 1 year. A certified process server shall at all times have a valid bond in the amount of \$5,000.00 or an amount as required by Florida law.
  - f. Applicants who successfully complete the written examination shall take an oath that he or she will honestly, diligently, and faithfully exercise the duties of a certified process server.
  - g. The Certified Process Server Examination is strictly confidential and according to Florida Statute 119.07 (3)(a) is exempt from public records. However, anyone taking the examination has the right to review his or her own completed examination. Those interested in reviewing their examination must make a request to the AOC and shall be allowed a total of fifteen (15) minutes to review the examination.
  - h. An applicant who completes the requirements set forth in Chapter 48 and set forth in this Administrative Order shall be eligible to be placed on the approved list of process servers to serve initial non-enforceable civil process as may be authorized in 48.27, Florida Statute.
2. An approved list of certified process servers for the Fifteenth Judicial Circuit shall be established by the Chief Judge each year. The identification card issued to each certified process server shall be renewed annually, upon proof of good standing and current bond. At the time of renewal, a reasonable renewal fee set by the Chief Judge shall be due from each process server.
  3. Certified process servers approved by the Fifteenth Judicial Circuit shall comply with all rules, **case law** and statutes pertaining to service of process and will be expected to keep up to date with any new provisions within said rules, **case law** and statutes.

4. In the event any certified process server is the subject of any sanction or penalty with respect to his or her certification to serve process in another circuit, the process server must comply with the following:
  - a. Promptly report the sanction or penalty to the AOC in writing.
  - b. Respond to any inquires by the AOC concerning the report.
  - c. Report in writing that the penalty or sanction has been complied with.
5. In the event of any suspension or revocation of a certified process server's authority to serve process in another circuit, the AOC shall notify the Chief Judge, who may refer the matter to the Certified Civil Process Servers Grievance Committee for review and a report.
6. A certified process server from the approved List of Certified Process Servers eligible to serve process within the Fifteenth Judicial Circuit may be removed from the List for good cause upon a recommendation of the Grievance Committee and approval by the Chief Judge. Good cause shall include, but shall not be limited to malfeasance, misfeasance, neglect of duty or incompetence in connection with the duties of a certified process server.
7. Nothing herein shall limit the power of the Chief Judge to take whatever action the Chief Judge deems appropriate with respect to a sanctioned, suspended or revoked process server without the necessity of referral to the grievance committee.
8. Results of any suspensions or revocation of certificates will be made available by the Administrative Office of the Court.

**DONE** and **ORDERED** in Chambers at West Palm Beach, Palm Beach County, Florida this 7 day of December, 2011.



Peter D. Blanc  
Chief Judge

\*supersedes admin. order 2.701-9/08