

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

ADMINISTRATIVE ORDER NO. 2.702 - 9/08*

IN RE: RETURN OF SERVICE FORM
_____:

Florida Statute section 48.27 allows the Chief Judge to establish an approved list of individuals designated as certified process servers, and these persons are authorized to serve initial nonenforceable civil process within the circuit. Florida Statute section 48.29(6)(b), provides that "return of service shall be made by a certified process server on a form which has been reviewed and approved by the court".

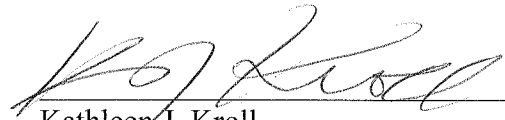
NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. Certified process servers shall utilize and complete a form captioned "RETURN OF SERVICE", containing the following information:
 - a. The court, the case number and the caption of the case;
 - b. The date and time when process was received by the certified process server;
 - c. The date and time when process was executed;
 - d. **A description narrative of** the specific manner of execution;
 - e. The name **and physical description** of the person on whom process was executed;
 - f. If a person was served in a representative capacity, the position occupied by the person;
 - g. The signature of the certified process server;
 - h. The printed name and identification number of the certified process server; and
 - i. A statement that the person serving process is a certified process server, in

good standing, in the judicial circuit in which the process was served.

2. A return of service form which contains additional information than required by part "A" above, shall not be invalidated on that basis.
3. The signature of the certified process server need not be notarized, nor does it need to be in affidavit form. Only persons appointed to serve papers in a particular case (i.e., elisors) shall make proof of service by affidavit as required by Rule 1.070 of the Florida Rules of Civil Procedure.

DONE and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida,
this 01 day of September, 2008.


Kathleen J. Kroll
Chief Judge

*supersedes admin. order 2.018 - 8/96