Fifteenth Judicial Circuit
NEW Certified Civil Process Server Application

INSTRUCTIONS

Individuals seeking to be added to the 15th Circuit's Certified Civil Process Server List shall attend a training course approved by Court Administration, pass a corresponding written examination, submit a complete application, and submit any other information requested by Court Administration. A checklist is attached to this application to assist in the gathering of documents. If this form does not have enough space for the answer to any question, submit the answer on a separate sheet. It is the responsibility of the applicant to provide documentation to keep his or her application current. Incomplete applications will NOT be processed.

ADMINISTRATIVE ORDERS:

- By submitting this application, the applicant certifies that he/she has read and is familiar with the Policies and Procedures for Certified Civil Process Servers found in Administrative Order 2.701 (as amended). The administrative orders can be found on the Circuit's website at www.15thcircuit.com/adminorders (series 2).

- Applicants understand and agree that Court Administration does not provide any referrals or business to the process servers and it is up to the individual process server to obtain his or her own work.

- Applicants understand that they are not employees or independent contractors of the Fifteenth Judicial Circuit or the State of Florida.

CRIMINAL HISTORY:

- You will be required to provide a criminal history report obtained through the Florida Department of Law Enforcement ("FDLE"). You can order this report (charge of $24.00) by going to https://cchinet.fdle.state.fl.us/search/app/default?12. Contact FDLE directly at **850-410-8161 or ApplicantChecks@fdle.state.fl.us** for technical questions or issues.

- A copy of the FDLE report must be emailed **directly from FDLE to the following email address: CAD-Processerver@pbcgov.org**

- Applicants must not have any pending criminal charges. Applicants must not have been convicted of a felony or must not have been convicted of a misdemeanor involving moral turpitude or dishonesty within the last five (5) years (see Administrative Order 2.709).

- **No fees will be refunded if an applicant is rejected due to the results of the criminal history check**.

- Any certified process server who has new criminal charges filed against him/her in any jurisdiction must inform the Administrative Office of the Court within forty-eight (48) hours of being charged. Failure to provide such information may result in immediate suspension of the process server's certification.

STATUTORY REQUIREMENTS: The applicant must:

- be at least eighteen (18) years of age,

- be a permanent resident of the State of Florida,
- submit to a background investigation, and
- not have a mental or legal disability (see Florida Statute 48.29).

APPLICATION DEADLINE & COSTS:

- CPS Applications and Certificate of Good Conduct must be received no later than 4:00 p.m. on November 1st. LATE APPLICATIONS WILL NOT BE ACCEPTED.
- **Please return your completed application package via email to: CAD-Processerver@pbcgov.org**

MANDATORY TRAINING/EXAMINATION:

- In order to sit for the certified process server examination, the applicant must complete a 16 hour process server training course approved by Court Administration.
- Court Administration has approved a 16 hour online training course provided by the Florida Association of Professional Process Servers (FAPPS). The Course runs over 2 days and costs $180 (payable directly to FAPPS). The required examination will be offered at the end of the course.
- The 16 hour CPS training courses are listed on the FAPPS website. For more information and to register for a course, please visit: https://www.fapps.org/afpsintroduction.aspx
- The application fee will not be refunded if the applicant does not pass the test.

SWEARING IN CERMONY: Applicants who have successfully passed the examination, have had their application approved, and provided the required bond information, will be sworn in January.

Fifteenth Judicial Circuit
Certified Civil Process Server
New Applicant Checklist

Thank you for your interest in applying for your process server certification with the Fifteenth Judicial Circuit. Below you will find a checklist to assist you in ensuring that all required documents are provided to Court Administration. **The following must be received by Court Administration no later than 4:00 p.m. on November 1st. Please include a copy of this checklist when submitting the application.** Applications MUST be sent electronically to: CAD-Processerver@pbcgov.org.

_____ Completed Application - (pages 4-8)

_____ Signed and Notarized Certified Process Server Agreement/Certificate of Good Conduct

_____ Copy of driver's license or State of Florida Identification Card

_____ Payment of $250.00 via the payment website

_____ FDLE criminal history report. A request can be made by going to the following website https://cchinet.fdle.state.fl.us/search/app/default?12 - cost $24.00.

- **Results must be emailed directly from FDLE to Court Administration by including the following email address in the FDLE online form:**

  CAD-Processerver@pbcgov.org

- For integrity and security purposes, email results must come DIRECTLY from FDLE and cannot be forwarded from your email.
- Contact FDLE at 850-410-8161 for technical questions or issues.

After successful completion of training and passing the examination (score of at least 80% is needed to pass), the following must completed no later than January 5th of each year.

_____ Obtain an original Bond in the amount of $5,000.00 with a surety company authorized to do business in Florida and bound onto the Fifteenth Judicial Circuit. The bond is to be in the name of The Fifteenth Judicial Circuit (as the "obligee"). The bond cycle is to run **January 1 - through December 31. Bonds must run for the cycle of the calendar year,** please ensure that you communicate this with your bond company.

_____ Record and obtain a Certified Copy of the recorded bond. The bond is to be recorded with the Clerk's Office Recording Department located on the 4th Floor of the courthouse. Recording and certification fees will apply.

Provide certified copy of the recorded bond to Court Administration via CAD-Processerver@pbcgov.org.

Fifteenth Judicial Circuit
Application for New Certified Civil Process Server

I hereby submit my application for the certified process server program. I represent that I am over eighteen (18) years of age and am a permanent resident of the State of Florida. I further represent that I have not been convicted of a felony, whether or not adjudication was withheld. Additionally, I have not been convicted within the last five (5) years of a misdemeanor involving dishonesty or moral turpitude. I agree to submit to a criminal background check. I certify that I have read and am familiar with the Policies and Procedures for Certified Civil Process Servers found in Administrative Order 2.701 and other relevant administrative orders. I hereby certify that everything contained in the application package is true and correct to the best of my knowledge. I acknowledge that the passing grade for the certification will be 80%.

I further understand that the application information is subject to appropriate public records disclosure law and that as an applicant for certification as a process server with the Fifteenth Judicial Circuit, I must attach to this application a copy of my valid Florida driver's license or State of Florida Identification Card.

Background Check Results Must be Emailed directly from FDLE to Court Administration at the following email address:

CAD-Processerver@pbcgov.org

We will NOT accept an email with the results from you or your email address - it must be sent directly from FDLE. Put **CAD-Processerver@pbcgov.org** as a recipient of the results.

Signature: _____

Printed Name: _____

Date: _____

- **Please return your completed application package via email to: CAD-Processerver@pbcgov.org**

THE FIFTEENTH JUDICIAL CIRCUIT OF FLORIDA
205 NORTH DIXIE HWY
WEST PALM BEACH, FLORIDA 33401
PHONE: (561) 355-2431

FIFTEENTH
JUDICIAL CIRCUIT OF FLORIDA

Certified Process Server
APPLICATION

PLEASE TYPE OR PRINT CLEARLY

DATE SUBMITTED: _____

☐ NEW - OR- ☐ RENEWAL

PERSONAL INFORMATION

Full Name: _____
Last *First* *Middle*

Social Security Number: _____ Sex: ☐M ☐F Date of Birth ____/____/____

HOME ADDRESS

Home Address (No Post Office Box): _____ City _____ State_____ Zip _____

Mailing Address, (if different): _____ City _____ State_____ Zip _____

Phone Number: ( ) _____ Cell Phone: ( ) _____

Email Address: _____

EMPLOYER ADDRESS (PLEASE PROVIDE NAME OF SERVER AGENCY, IF APPLICABLE)

Employer Name: _____ Are you Self Employed?: ☐Yes ☐No

Business Address (No Post Office Box): _____ City _____ State_____ Zip _____

Mailing Address, (if different): _____ City _____ State_____ Zip _____

Phone Number: ( ) _____ Fax Number: ( ) _____

Email Address / Website: _____

PUBLIC ACCESS INFORMATION – FOR PUBLICATION ON COURT'S WESITE

Name /Company: _____

Mailing Address: _____ City _____ State_____ Zip _____

Phone Number: ( ) _____ Fax Number: ( ) _____

Email Address / Website _____

Certified Process Server
APPLICATION

FIFTEENTH
JUDICIAL CIRCUIT OF FLORIDA

CRIMINAL HISTORY

1. Do you currently have any pending criminal actions? ☐ Yes ☐ No If YES, list the charge, agency, address, phone number, agency case number or court case number.

_____
_____
_____
_____

2. In the last 5 years, have you ever been convicted of a felony, including any convictions that may be sealed or expunged? ☐ Yes ☐ No If YES, detail the crime, disposition, and jurisdiction.

_____
_____
_____
_____

- If you have *ever* been convicted of *any* felony, please attach documentation showing civil rights restoration, if any.

3. In the last 5 years, have you ever been convicted of a misdemeanor, including any convictions that may be sealed or expunged? ☐ Yes ☐ No If YES, detail the crime, disposition, and jurisdiction.

_____
_____
_____
_____

- Are you presently on probation for any criminal offense? ☐ Yes ☐ No If YES, provide detail.

_____
_____
_____
_____
_____
_____
_____
_____

FIFTEENTH
JUDICIAL CIRCUIT OF FLORIDA

Certified Process Server
APPLICATION

LAST NAME		FIRST	MIDDLE

EMPLOYMENT HISTORY (include five years of information)

PRESENT EMPLOYER		TYPE OF BUSINESS
ADDRESS		IMMEDIATE SUPERVISOR
		TELEPHONE NUMBER
FROM (Month/Year)	TO (Month/Year)	Hours Worked per Week
JOB TITLE		REASON FOR LEAVING
DUTIES		

FORMER EMPLOYER		TYPE OF BUSINESS
ADDRESS		IMMEDIATE SUPERVISOR
		TELEPHONE NUMBER
FROM (Month/Year)	TO (Month/Year)	Hours Worked per Week
JOB TITLE		REASON FOR LEAVING
DUTIES		

FORMER EMPLOYER		TYPE OF BUSINESS
ADDRESS		IMMEDIATE SUPERVISOR
		TELEPHONE NUMBER
FROM (Month/Year)	TO (Month/Year)	Hours Worked per Week
JOB TITLE		REASON FOR LEAVING
DUTIES		

FORMER EMPLOYER		TYPE OF BUSINESS
ADDRESS		IMMEDIATE SUPERVISOR
		TELEPHONE NUMBER
FROM (Month/Year)	TO (Month/Year)	Hours Worked per Week
JOB TITLE		REASON FOR LEAVING
DUTIES		

FIFTEENTH
JUDICIAL CIRCUIT OF FLORIDA

Certified Process Server
APPLICATION

EDUCATION/TRANING/SKILLS			
Did you graduate from high school? YES or NO		Date of Graduation	Highest Grade Completed
Name and Location of High School Attended			
High School Equivalent/GED		Date	Source
Name and Location of College/University	Dates Attended		Degree Earned
Name and Location of College/University	Dates Attended		Degree Earned
Name and Location of College/University	Dates Attended		Degree Earned
Occupational/Professional Licenses or Certificates Type Number Date Obtained Date Expires			
Occupational/Professional Licenses or Certificates Type Number Date Obtained Date Expires			

CITIZENSHIP/RESIDENCY	
Are you a citizen of the United States? YES or NO	Are you a permanent resident of the State of Florida? YES or NO
If ALIEN status, check type of work authorization and record file number:	Verified by AOC Staff Date:
If NATURALIZED status, record the identification number of each of the following: Naturalization Certificate Number: U.S. Passport Number: Voter's Registration Number:	Verified by AOC Staff Date:

ARMED SERVICES	
Have you ever been a member of the U.S. Armed Services? YES or NO	ACTIVE DUTY DATES: FROM TO
If YES, Type of Discharge: Honorable General Other/explain	

LAW ENFORCEMENT (needed to determine appropriate release of application information subject to public records disclosure law)	
Are you now or were you previously a law enforcement officer?	YES or NO
Are you the spouse of an active or former law enforcement officer?	YES or NO
Is your mother or father an active or former law enforcement officer?	YES or NO

Fifteenth Judicial Circuit
Confidential Record Request Affidavit

Before me, the undersigned authority, personally appeared _____ who in my presence, upon being duly sworn and deposed, states as follows:

I am over the age of eighteen (18) and have personal knowledge of the matter contained herein.

I request that my confidential and exempt information be held in confidence pursuant for Florida Rule of General Practice & Judicial Administration 2.420, F.S. 119.07, F.S. 119.071, and F.S. 493.6122.

I am a:

☐ Current ☐ Former Spouse of current ☐Spouse of former ☐Child of current ☐Child of former

And I claim the following exemption(s):

☐1. Sworn or Civilian Law Enforcement Personnel: (F.S. 119.071(4)(d)2.a.)

☐2. Correctional Officers: (F.S. 119.071(4)(d)2.a.)

☐3. Department of Children & Family Services whose duties include the investigation of: (F.S. 119.071(4)(d)2.a.) Abuse; Neglect; Exploitation; Fraud; Theft; or other Criminal Activity

☐ 4. Department of Revenue & Local Government Personnel whose duties include Revenue Collection & Enforcement: (F.S. 119.071(4)(d)2.a.)

☐5. Firefighters (Pursuant to Florida Statue 633.408): (F.S. 119.071(4)(d)2.d.)

☐6. Justices and Judges (F.S. 119.071(4)(d)2.e.)

☐7. Water Management District or Local Government Personnel as follows: • Director/Assistant Director/Manager/Assistant Manager And employed in one of the following departments: • Human Resources/Labor Relations/Employee Relations And whose duties include: Hiring/Firing/Labor Contract Negotiation/Administration/Other Personnel Duties

☐8. Department of Health Personnel whose duties include: • Eligibility or adjudication for Social Security Disability benefits • Inspection of health care practitioners or health care facilities • Support and investigation of child abuse or neglect

☐9. State Attorneys/Assistant State Attorneys: • State Attorney/Assistant State Attorney • Statewide Prosecutors/Assistant Statewide Prosecutors

☐10. U.S. Attorney/Assistant U.S. Attorney/Judge of U.S. Courts of appeal/U.S. District Judge/U.S. Magistrate

☐11. Federal Judges and Magistrates: • General Magistrate • Special Magistrate • Judges of Compensation claim • Administrative Law Judges of the Division of Administrative Hearings • Child Support Enforcement Hearing Officers

☐12. Code Enforcement Officers

☐13. Investigative personnel of the Department of Financial Services

☐14. Private Investigative, Private Security Repossession Services: • Class C, CC, E, or EE Licensees (Must provide copy of License)

☐15. Victim of Sexual Battery, Lewd or Lascivious Offense: • Committed upon or in the presence of a person less than 16 years of age, Child Abuse, Victim of any sexual offense.

☐16. Victim of Domestic Violence, Aggravated Stalking, Harassment or Aggravated Battery: (F.S. 119.071(2)(j)1) • Must include official verification that an applicable crime has occurred. • Information shall cease to be exempt 5 years after the receipt of the written request.

☐17. Guardian Ad Litem

☐18. Public Defender/Assistant Public Defender: • Criminal Conflict & Civil Regional Counsel • Assistant Criminal Conflict & Civil Regional Counsel

☐19. Correctional Probation Officer

☐20. Impaired Practitioner Consultants who are: • Retained by an agency • Duties result in a determination of the a person's skill and safety to practice a licensed profession

☐21. Department of Juvenile Justice Personal as follows: • Juvenile Probation Officers/Supervisors • Detention or Assistant Detention Superintendent • Human Services Counselor or Senior Administrators • Juvenile Justice Detention Officers I/II or Supervisor • Juvenile Justice Residential Officer or Supervisor I & II • Juvenile Justice Counselor or Supervisor • Rehabilitation Therapists/Social Services Counselors

☐22. Office of Inspector General/Internal Audit Department Personnel: • Whose duties include auditing or investigating waste, fraud, abuse, theft, exploitation, or other activities that could lead to criminal prosecution or administrative discipline.

☐23. Certified Emergency Medical Technicians/ Certified Paramedics under Ch. 401

☐24. Department of Business & Professional Regulations: • Investigators/Inspectors

☐25. Public Guardian: • Appointed by a Court and deemed to be an officer of the Court for an incompetent or incapacitated person.

☐26. Child Advocacy Personnel/Child Protection Team: • Directors, Managers, Supervisors, and Clinical Employees

☐27. Addiction Treatment Facility Personnel • Directors, Managers, Supervisors, Nurses, and Clinical Employees

☐28. Victim of an Incident of Mass Violence (F.S. 119.071(2) (o) (Eff. 3/9/18))

☐29. Current County Tax Collector

☐30. Office of Financial Regulation's Bureau of Financial Investigations

☐31. Current Judicial Assistant

☐32. Department of Agriculture and Consumer Services • Inspectors and Investigators

☐33. Other _____

I hereby certify the above information is true and correct. I hereby confirm my status as a party eligible for maintenance of the exemption. I am familiar with the nature of an oath and the penalties provided by Florida for falsely swearing to a document.

_____
Applicant Signature

_____
Applicant Printed Name

Sworn to (or affirmed) and subscribed before me, the undersigned authority, on _____ day of _____, 20_____.
Personally known _____ Produced identification _____
Type of ID produced _____
_____

Notary Public, Deputy Clerk, or other authority
NAME: _____
Commission No. _____
My Commission Expires: _____