

PROCESS SERVER CERTIFICATION CHECKLIST

Enclosed please find a copy of Amended Administrative Order 02-08 and an application packet. The completed application packet and all items on the checklist are to be submitted to the Court Administrator=s Office to insure certification in a timely manner. If you are **applying for renewal** of previous certification, **you must still complete the entire packet, with the exception of submission of the three letters of reference.** The Court Administrator=s Office reviews the packets and prepares the Order and any other needed paperwork, submitting to the Chief Judge for signature. **Renewal applicants must have all paperwork in before the month of expiration, but not less than forty-five (45) days before expiration and not more than sixty (60) days prior.** It should also be noted that the records check by F.D.L.E. will have to come back before the packet is submitted to the Chief Judge.

- _____ Signed and Dated Application for certified process server
- _____ Signed and Notarized Release of information
- _____ Signed and Dated Criminal history form
- _____ Signed and Dated Statement of policy regarding conduct of certified process servers
- _____ Three (3) letters of character reference with contact numbers (**not needed if renewal**)
- _____ \$24.00 **Money Order** payable to **F.D.L.E.** for records check
- _____ \$75.00 **Check or Money Order** processing fee payable to **St. Lucie County Board of County Commissioners**
- _____ Original bond in the amount of \$5,000.00 with a surety company authorized to do business in this State bound onto the 19th Judicial Circuit or Original Continuation Certificate, if renewed.
- _____ Proof of successful completion of an approved Process Servers Education class in service of process conducted by Indian River State College (**not needed if renewal**).

Please return to: Court Administration
250 N.W. Country Club Drive, Suite 217
Port St. Lucie, FL 34986
(772) 807-4370

RELEASE OF INFORMATION

I, _____, certify that I am over the age of 18 years and a permanent resident of the State of Florida. I have no mental or legal disability and agree to submit to a background investigation, which shall include the right to obtain and review any criminal record I may have. I authorize the release of all information from any law enforcement agency, medical facility, financial institution, or any other private or government agency to facilitate a background investigation concerning this application for Certified Process Server. I agree that my certification as a Process Server may be removed at any time if it is determined that I have falsified or misrepresented any part of this application packet or the background information given.

Signature of Applicant

State of Florida
County of _____

Sworn to and subscribed before me this _____ day of _____, 200__ by _____, who is personally known to me or has produced _____ as identification and who did take an oath.

Notary Public
State of Florida

(Seal)

CRIMINAL HISTORY:

1. Have you ever been convicted of a felony or a first degree misdemeanor? ____ Yes ____ No

If Yes@, what charges? _____
Where convicted? _____ Date of conviction _____

2. Have you ever pled nolo contendere or pled guilty to a crime which is a felony or a first degree misdemeanor? ____ Yes ____ No

If Yes@, what charges? _____
Where convicted? _____ Date of conviction _____

3. Have you ever had the adjudication of guilt withheld to a crime which is a felony or a first degree misdemeanor? ____ Yes ____ No

If Yes@, what charges? _____
Where convicted? _____ Date of conviction _____

4. Have you ever been placed on pre-trial intervention for any felony? ____ Yes ____ No

If Yes@, what charges? _____
Where? _____ Date _____

5. Are you now pending charges for any violation of law? ____ Yes ____ No

Where? _____

We may request further information, clarification, or circumstances on the above information.

Signature Date

THE CHIEF JUDGE HAS THE DISCRETION TO WITHHOLD OR REVOKE CERTIFICATION OF A PROCESS SERVER EVEN WHEN ADJUDICATION HAS BEEN WITHHELD, BASED ON THE NATURE OF THE OFFENSE.

I certify that I have never been convicted, had adjudication of guilt withheld, or been placed on pre-trial intervention for any felony, nor within the five years preceding application have been convicted of a misdemeanor involving moral turpitude or dishonesty.

Signature Date

**STATEMENT OF POLICY
REGARDING CONDUCT OF CERTIFIED PROCESS SERVERS**

Service of process is the first contact that many individuals will have with the court system. Legal proceedings are often stressful and upsetting to the parties involved. In order to respect the rights of the public and to promote efficient, orderly service of process, the Nineteenth Judicial Circuit has adopted this Statement of Policy. It is the policy of the Nineteenth Judicial Circuit that Certified Process Servers conduct themselves at all times with the utmost professionalism and treat the parties to be served with dignity and courtesy.

In order to achieve these goals, the Court requires that the following specific rules be observed by Certified Process Servers;

1. Process servers shall treat parties to be served with respect and courtesy. As such, process servers should refrain from behaving in a threatening or abusive manner and should avoid physical contact with the parties.
2. Process servers should refrain from using threatening or vulgar language while serving process.
3. Process servers should refrain from attempting to forcibly enter the home or business of a party to be served.
4. Process servers shall not serve process while they are under the influence of alcohol or drugs.
5. Process servers shall not carry weapons or firearms while serving process except to the extent authorized by law.

I have read and understand the foregoing Statement of Policy Regarding Conduct of Certified Process Servers, and I agree to comply with the specific rules as well as the general intent of the statement. I understand that a violation of these rules can lead to my removal from the list of Certified Process Servers. Furthermore, I will honestly, diligently, and faithfully exercise the duties of a Certified Process Server in the Nineteenth Judicial Circuit, in accordance with Chapter 48, Florida Statutes and the Order of this Court.

Signature

Date