

Twentieth Judicial Circuit of Florida Certified Process Server Program Policies January 28, 2011



Introduction to the Twentieth Judicial Circuit Certified Process Servers List

The Twentieth Judicial Circuit of Florida established, via Administrative Order 2.30, an approved list of Certified Process Servers as an alternative means for the service of process for criminal summonses, criminal witness subpoenas, and initial nonenforceable civil process. This list represents persons authorized to serve state-court process within the circuit. Under section 48.27, Florida Statutes, this list must not be used to exclude a person from equally authorized appointments in accordance with Rule 1.070(b) of the Florida Rules of Civil Procedure or section 48.021, Florida Statutes. Under Administrative Order 2.30 (*signed January 26, 2011*), the Administrative Office of the Courts is charged with establishing policies to maintain the list.

Scope of the Certified Process Server Program (CPSP) Policies

The intent of CPSP policies is to maintain the CPSP list in accordance with section 48.27, Florida Statutes, and Administrative Order 2.30. It must be noted that the CPSP list does not represent a license, or any other form of exclusive authorization to serve process within the circuit under either state, federal, or any other authority provided for by law. Rather, the CPSP list promulgated by the Twentieth Judicial Circuit as a nonexclusive method of becoming both certified and legally authorized, under section 48.27, Florida Statutes, to serve initial nonenforceable civil process on a person found within the Twentieth Judicial Circuit.

Member Benefits and Requirements

Benefits of being on the Certified Process Servers List include the ability to avoid the required procedure of Rule 1.070(b) of the Florida Rules of Civil Procedure, which involves case-by-case appointments to serve process in any state-court civil action. Statewide statutory requirements (which may be reviewed at: section 48.29, Florida Statutes) include being at least 18 years of age, having no mental or legal disability, being a permanent resident of Florida, and other mandates. All of the steps required to become named on the circuit's Certified Process Servers List may be found on our application.

Certified Process Server Program: Application Policy

How to Obtain an Application: you may obtain an application online at: <http://www.ca.cjis20.org>, or you may obtain an application at the Office of Court Innovation and Program Analysis (2000 Main Street, Suite 402, Fort Myers, FL).

How to Pay the Application Fee: deliver to the above address a \$150.00 Check or Money Order for the application fee, made payable to Lee County BOCC.

How to Provide Proof of the Successful Completion of an Approved Process Server Education Class in Service of Non-Enforceable Judicial Process Training: submit information regarding the specific class intended to be taken to the above address prior to enrollment. The Office of Court Innovation and Program Analysis will provide pre-approval of the class, and provide information on the requirements needed for proof of successful completion.

How to Provide Proof of Bond: Provide a copy of the original bond in the amount of \$5,000.00 with a surety company authorized to do business in this State bound onto the 20th Judicial Circuit Court or Original Continuation Certificate, if renewed.

How to Comply with Background Check Requirement: Agree to submit to a criminal background check by completing the standard forms at the Office of Court Innovation and Program Analysis (2000 Main Street, Suite 402, Fort Myers, FL).

Application to Become a Member (*may be found at <http://www.ca.cjis20.org/web/programs/cps.asp>*):



THE TWENTIETH JUDICIAL CIRCUIT OF FLORIDA
CERTIFIED PROCESS SERVER PROGRAM
1700 MONROE STREET
FORT MYERS, FLORIDA 33901
TEL. (239) 533-1773
FAX (239) 533-1796



Certified Process Server (CPS) APPLICATION	
PERSONAL INFORMATION	
Full Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last First Middle </div>	
Please read, complete, and initial the following: <input type="checkbox"/> I will provide proof of the successful completion of a sanctioned process server education course. <input type="checkbox"/> I will post an original bond in the amount of \$5,000.00 with a surety company. <input type="checkbox"/> I have delivered, or will deliver, a (non-refundable) application and criminal background-check fee. <input type="checkbox"/> I agree to submit to a complete criminal background check. <input type="checkbox"/> I will display, upon request, my CPS identification card while performing the duties of a Certified Process Server. <input type="checkbox"/> I will abide by the requirements of Florida Statutes, Ch. 48, Ch. 843, as well as any other laws or rules that may apply. <input type="checkbox"/> I recognize I will represent the Twentieth Judicial Circuit while serving process and agree to perform professionally. <input type="checkbox"/> I will notify the CPS Program of any changes to any representations made on this application, including, but not limited to, pending criminal actions.	
Address & Background Check Information	
Home Address (Not P.O.Box): _____ City _____ State _____ Zip _____	
Mailing Address, (if different): _____ City _____ State _____ Zip _____	
Phone Number: () _____ Cell Phone: () _____	
Email Address: _____	
Social Security Number: _____ Sex: <input type="checkbox"/> M <input type="checkbox"/> F Date of Birth ____/____/____	
Criminal History	
1. Do you currently have any pending criminal actions? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, list the crime, disposition, and jurisdiction.	
3. In the last 5 years, have you ever been convicted of a misdemeanor, including any convictions that may be sealed or expunged? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, list the crime, disposition, and jurisdiction.	
* Are you presently on probation for any criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide detail.	

I hereby apply to have my name placed on the List of Certified Process Servers for the Twentieth Judicial Circuit. I hereby declare that I have met or will meet the above initialed requirements to becoming named on the List. I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me from the List, and may be grounds for removal from the List at a later date. I understand that submitted applications become a public record. Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true.

I hereby affirm that this application is true and correct, and that all information provided for this application true and correct.

SIGNATURE OF APPLICANT _____ DATE _____
 NAME OF APPLICANT (PRINT) _____

