

PROCESS SERVER APPLICATION

NAME: _____
Last Name First Name Middle Name

OTHER NAMES: _____
Including Alias(es) and Maiden Name, if applicable

HOME ADDRESS: _____
Street Address

City State Zip Code

BUSINESS ADDRESS: _____
Street Address

City State Zip Code

PHONE NUMBERS: _____
Work Cellular Home

EMAIL ADDRESS: _____

SOCIAL SECURITY NUMBER: _____ SEX: _____

BIRTHDATE: _____ RACE: _____

HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____

DRIVER'S LICENSE: _____
Number Class Date Issued Date Expires

***Please indicate what contact information you want available on the list of process servers:
Phone Number (circle one): Work Cellular Home
Address (circle one): Work Home*

Yes

No

RESIDENCY:

Are you a citizen of the United States?

If naturalized, record the number from one of the following forms of identification:

Naturalization Certification No.: _____

U.S. Passport No.: _____

Voter's Registration No.: _____

If Alien, which type of work authorization do you possess?

___ Alien Registration Form 1-151 ___ Refugee Status Form 1-94

Are you a permanent resident of the State of Florida?

MENTAL HEALTH

Do you have a mental or legal disability?

Have you ever been diagnosed or adjudicated incompetent?

If "Yes" to either of the above, please explain:

CRIMINAL HISTORY

Have you ever been convicted of a felony?

Have you been convicted of a misdemeanor within the last five years?

Do you have any pending criminal charges?

Have you ever been arrested?

If "Yes" to any of the above, please indicate the charges for which you were convicted or are facing, the date of conviction (if applicable), and the state you were convicted in:

MILITARY SERVICE

Have you ever been a member of the U.S. armed services?

Active Duty Dates: From _____ to _____

Type of Discharge:

___ Honorable ___ General ___ Other

If "Other," please explain:

EDUCATION

Highest Level of Education:

High School Diploma High School Equivalent Some College
 Two-Year College Four-Year College Graduate School

List any Occupational/Professional Licenses or Certificates: _____

EMPLOYMENT HISTORY

Name of Current Employer			Job Title		
Address					
Telephone		Hours Worked per Week		Start and End Dates	
Supervisor's Name		Title		Phone Number	
Reason for Seeking Other/Additional Employment					
Description of Duties					
Name of Prior Employer			Job Title		
Address					
Telephone		Hours Worked per Week		Start and End Dates	
Supervisor's Name		Title		Phone Number	
Reason for Leaving					
Description of Duties					
Name of Prior Employer			Job Title		
Address					
Telephone		Hours Worked per Week		Start and End Dates	
Supervisor's Name		Title		Phone Number	
Reason for Leaving					
Description of Duties					

ACKNOWLEDGEMENT AND VERIFICATION

- I hereby give Court Administration permission to make a thorough investigation of my criminal history and to verify all other data I have provided. It is my understanding that this application, by law, will become public record when submitted, and Court Administration and the Third Judicial Circuit cannot guarantee me its confidentiality.
- I certify that there are no intentional misrepresentations, omissions, or falsifications in the foregoing statements and answers and that the entries made on my application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.
- I acknowledge that neither Court Administration nor the courts of the Third Judicial Circuit can or will answer individualized questions or provide legal advice as to the propriety or legality of any act or the conduct of a Certified Process Server unless it is raised in the context of the court’s judicial decision-making process utilized in disposing of cases and controversies. If a question arises regarding the propriety or legality of any act or the conduct of a Certified Process Server, the questioning party shall seek the advice of his or her own legal counsel.
- I further agree and consent in advance to being removed from the list of Certified Process Servers if any of the information submitted contains misrepresentations or falsifications or if any material information has been omitted.
- In the event that I am certified as a Process Server, I agree to comply with Florida Statutes pertaining to civil service of process as well as the Orders of the Third Judicial Circuit.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

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 Third Judicial Circuit has adopted this Statement of Policy. It is the policy of the Third 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 Third Judicial Circuit 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.
6. Process servers are not employees of the Court and shall not represent themselves as such.
7. Process servers shall only serve the legal documents and papers included in the civil action for which they have been retained to serve process. No additional papers, advertisements, or brochures are authorized to be included in the service or process unless prior approval for same has been granted by the Chief Judge.

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 Third Judicial Circuit, in accordance with Chapter 48, Florida Statutes, and the Order of this Court.

Signature

Date

CERTIFIED PROCESS SERVER AGREEMENT

Under penalty of perjury, I swear and affirm that I will honestly, diligently, and faithfully exercise the duties imposed upon me as a Certified Process Server in accordance with Chapter 48, Florida Statutes, and the Orders of this Court, and I will abide by and effect service of process in accordance with the applicable Florida Statutes and rules and Orders of this Court.

Upon notification that I have successfully completed the examination, I agree to execute a bond in the amount of \$5,000.00 with a surety company authorized to do business in this county for the benefit of any person wrongfully injured by any malfeasance, misfeasance, neglect of duty, or incompetence on my part in connection with any duties as a process server. Furthermore, I agree that the bond shall name "Administrative Office of the Courts, Third Judicial Circuit" as the Obligee and to renew such a bond annually. Also, I agree to submit the original bond continuation certificate within five days of obtaining it to Court Administration (whose current address is available on its website, www.jud3.flcourts.org).

I further agree to be bound by Administrative Order No. 2020-009¹ and any subsequent amendments.

Signature

Date

.....
STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

Notary Public, State of Florida

CERTIFICATE OF GOOD CONDUCT

I do solemnly swear and affirm that (1) I have never been convicted of a felony; (2) in the last five years, I have not been convicted of a misdemeanor involving moral turpitude or dishonesty; and (3) there are no pending criminal cases against me.

Signature

Date

.....
STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

Notary Public, State of Florida