

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

ADMINISTRATIVE ORDER NO. 2.701 – 07/2020\*

IN RE: CERTIFIED PROCESS SERVERS

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The Florida Certified Process Server Act, Florida Statutes 48.25 through 48.31, expressly vests in the Chief Judge the authority to establish an approved list of process servers who have met the requirements for certification under the Florida Certified Process Server Act and the requirements set forth by the Fifteenth Judicial Circuit of Florida.

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

Standards and requirements are established for Certified Process Servers to be eligible to be included on the approved list for the Fifteenth Judicial Circuit. The Administrative Office of the Courts of the Fifteenth Judicial Circuit of Florida (hereinafter "AOC") shall maintain the said List of Approved Certified Process Servers. Individuals seeking certification as process servers within the Fifteenth Judicial Circuit must comply with the following conditions:

CERTIFICATION OF PROCESS SERVERS

1. Individuals seeking certification must submit an application with a reasonable processing fee, as set forth by the Administrative Office of the Courts, and must fulfill the following requirements:
  - a. The applicant shall be a permanent resident of the State of Florida; shall be at least eighteen (18) years of age; and must have no mental or legal disability.
  - b. The applicant shall submit to a background investigation which shall include a review of the applicant's criminal record, if any exists.
  - c. The applicant shall obtain and file with the application a certificate of good **standing** which specifies all of the following:
    - (1) There is no pending criminal case against the applicant.

- (2) There is no record of any felony conviction.
- (3) There is no record of a conviction of a misdemeanor involving moral turpitude or dishonesty within the past five (5) years.

d. Persons who have completed an application and satisfied the requirements set forth in paragraphs 1(a)-(c) **must submit proof of successful completion of a Court Administration approved 16 hour process server education course which, at minimum, addresses the following subjects:**

- i. **The role and importance of service of process and process servers**
- ii. **The structure of Florida courts**
- iii. **Definitions of important terms**
- iv. **Initiation of lawsuits in Florida**
- v. **Introduction to Different Types of Legal Documents: Summons, Subpoenas, Writs, Orders, etc.**
- vi. **Chapter 48, Florida Statutes, and other laws relating to service of process**
- vii. **The Florida Rules of Civil Procedure**
- viii. **The Fifteenth Judicial Circuit's Administrative Orders for the certification and regulation of process servers**
- ix. **Case Law and Proper/Improper Affidavits>Returns**
- x. **Statutory Time Limits and Reasonable Diligence to Attain Service**
- xi. **Real-World Role-playing Scenarios and Best Practices**
- xii. **Professionalism and Safety Procedures**

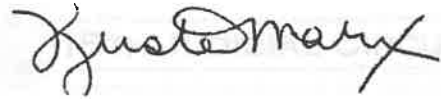
**As part of the education course, applicants must submit to and pass a written examination, testing the applicant's knowledge of the laws and rules regarding the service of process. A passing examination score is hereby fixed at eighty percent (80%).**

e. The applicant shall execute a performance bond with a surety company authorized within this County in the amount of Five Thousand Dollars (\$5,000.00) as provided in §48.29(2)(g), Florida Statute. Such bond must remain in force and effect during the certification period. The bond shall either be recorded by the Clerk of the Court with a certified copy provided to the AOC or the original bond is to be surrendered to the AOC. The bond shall be renewed on an annual basis unless the bond is for a period greater than 1 year. A certified process server shall at all times have a valid bond in the amount of \$5,000.00 or an amount as required by Florida law.

f. Applicants who successfully complete **education course/pass** the written examination shall take an oath that he or she will honestly, diligently, and faithfully exercise the duties of a certified process server.



**DONE** and **ORDERED** in Chambers at West Palm Beach, Palm Beach County,  
Florida this 31st day of July, 2020.

A handwritten signature in black ink that reads "Krista Marx". The signature is written in a cursive style with a large, stylized "K" and "M".

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Krista Marx  
Chief Judge

\*supersedes admin. order 2.701-12/11