20040080276 RECORDED IN PUBLIC RECORDS LEON COUNTY FL BK: 3150 PG: 1527,
08/26/2004 at 12:48 PM, BOB INZER, CLERK OF COURTS

IN THE SECOND JUDICIAL CIRCUIT
OF FLORIDA.

ADMINISTRATIVE ORDER NO. 89-92

THE OFFICE OF THE CHIEF JUDGE

IN RE: CERTIFICATION OF CIVIL PROCESS SERVERS

RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLA
CLERK OF CIRCUIT COURT
OCT 4 4 09 PM '89

WHEREAS, Chapter 48, Florida Statutes, authorizes establishment by the Chief Judge of each judicial circuit of an approved list of certified process servers for such circuit, this order is entered to provide the procedure to be followed in the Second Judicial Circuit for the certification and removal of process servers in this circuit. It is, therefore,

ORDERED, that;

1. Each applicant shall complete and verfiy by oath a copy of the application form attached hereto as Attachment No.1, and submit the same to the Office of the Court Administrator, Second Judicial Circuit, together with an application fee of fifty dollars ($50.00).

2. Each applicant shall obtain and file with his application a certificate of good conduct in accord with the form attached hereto as Attachment No. 2, executed by the Clerk of Court of each county within this circuit.

3. The applicant shall execute and file with his application, his certification of knowledge of law pertaining to service of process on the form attached hereto as Attachment No. 3.

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4. The applicant shall execute and file with the office of the Court Administrator a bond in the amount of five thousand dollars ($5,000.00) with a surety company authorized to do business in this state, in the form of Attachment No. 4 attached hereto.

5. Upon his certification as process server by the Chief Judge, the applicant shall execute and file with the office of the Court Administrator, an oath of office in the form of Attachment No. 5 attached hereto.

6. Upon his certification as process server, the applicant shall be issued an identification card in the form prescribed by Secton 48.29(5)(b), Florida Statutes. Any costs incident to preparation and issuing such card shall be paid by the applicant. Such identification card shall be in the form of Attachment No. 6 attached hereto. Each identification card shall be renewed annually, upon proof of good standing and current bond, at the cost of the applicant.

7. Certification of successful applicants as process servers shall be made by the Chief Judge pursuant to Section 48.29, Florida Statutes, and evidence such certification by administrative order. A copy of each such order shall be filed with the Court Administrator and the Clerk of Court for each county within the Second Judicial Circuit. The Court Administrator and the Clerk of Court for each county shall maintain a list of process servers certified by the Chief Judge.

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8. Return of service of process shall be made by a certified process server on the form attached hereto as Attachment No. 7.

9. A certified process server may be removed from the list of process servers, and his certification revoked, for any malfeasance, misfeasance, neglect of duty or incompetence. Upon any complaint made, or on the Chief Judge's own motion, an order to show cause setting forth the grounds for the suggested removal may be directed to any certified process server by ordinary U.S. Mail to the process server's address set forth in his application, requiring that he appear before the Chief Judge at a set time and place to show cause why he should not be removed from said list. The Chief Judge shall conduct a hearing at which the process server may appear and offer evidence. The hearing shall be summary in nature, and the formal rules of evidence shall not apply. If, from the evidence, the Chief Judge finds the process server guilty of malfeasance, misfeasance, neglect of duty or incompetence, he may order him removed from the list and revoke the prior certification.

10. Failure of any certified process server to renew his identification card annually as provided in Paragraph 6 of this order, and to pay an annual renewal fee of ten dollars ($10.00) at the time of such renewal, shall result in his removal from the list of certified process servers and revocation of his certification without notice or hearing.

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DONE AND ORDERED at Tallahassee, Leon County, Florida, this 25th day of October, 1989.

CHARLES D. McCLURE
CHIEF JUDGE

cc: All Circuit and County Judges
Tallahassee Police Department
All Sheriff's Offices in Circuit
Court Administrator's Office

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