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BOOK: R2376 PAGE: 00217
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DAVE LANG, CLERK OF COURTS

BK: R2376 PG: 00217

IN THE SECOND JUDICIAL CIRCUIT
OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO.: 2000-07

FILED
00 MAY 23 PM 4:11
DAVE LANG
CLERK CIRCUIT COURT
LEON COUNTY, FLORIDA

IN RE: CERTIFICATION
AND REGULATION OF
CIVIL PROCESS SERVERS.

_____/

WHEREAS, since the inception of Administrative Rule 90-12, In re: Certification of Civil Process Servers, the number of Certified Civil Process Servers in this Circuit has increased ten-fold; and,

WHEREAS, the administrative burden of certification and regulation of Civil Process Servers pursuant to Section 48.25, et seq., Florida Statutes, has increased comparatively to the increase in the number of Certified Civil Process Servers; and,

WHEREAS, the Legislature of the State of Florida clearly intended to supplement service of process by the various Sheriffs of Florida Counties with an alternate means of service of civil process by Certified Civil Process Servers when it enacted Section 48.25, et seq., Florida Statutes; and,

WHEREAS, if this Court is to continue to exercise its discretionary power to certify and regulate Certified Civil Process Servers pursuant to Section 48.025, et seq., Florida Statutes, the procedures to be followed in the Second Judicial Circuit must be reformed and clarified;

IT IS THEREFORE

ORDERED that:

1. **Definitions & Authority.**

(a) "Certified Civil Process Server" means a natural person who has met the requirements for certification provided for in Section 48.29, Florida Statutes and this Administrative Rule, and who has been placed on the approved list of certified process servers by the Chief Judge of the Second Judicial Circuit.

(b) "Board" means the Second Judicial Circuit Certified Civil Process Server Review Board, as established by this Administrative Rule.

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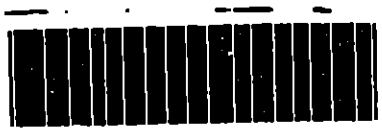

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(c) Authority. Placement of a person's name on the approved list of Certified Civil Process Servers authorizes him or her to serve initial nonenforceable civil process on a person found within the circuit where the process server is certified when a civil action has been filed against such person in the Circuit or County Court in the state. The Chief Judge may certify a civil process server in a specific County or Counties within the Circuit rather than Circuit-wide, in the Chief Judge's discretion and upon request of the applicant.

2. Purpose.

This administrative order is intended to ensure proficiency and professionalism in the service of civil process, in keeping with the public trust and legal importance of proper service of process.

3. Second Judicial Circuit Certified Civil Process Server Review Board.

(a) Board Composition. The Second Judicial Circuit Certified Civil Process Server Review Board is hereby created, to monitor the certification and conduct of persons certified pursuant to this rule and Section 48.25, et seq., Florida Statutes. The Board shall be under the supervisory authority of the Chief Judge of this Circuit. It shall be composed of 2 Certified Civil Process Servers, 1 member of the Florida Bar practicing in this Circuit who regularly employs the services of a Certified Civil Process Server, 1 representative of a Clerk of Court within this Circuit who is familiar with the service of process, 1 representative of the law enforcement community in this Circuit who is familiar with the service of process, and 1 lay person from the general public. All members shall be appointed by the Chief Judge. Service on the Board at the Chief Judge's request shall be a condition of continued certification for the Certified Civil Process Servers.

(b) Officers; Quorum. Annually, the Board shall elect 1 of its members to serve as chair, and 1 to serve as vice-chair. A majority of the Board shall constitute a quorum.

(c) Vacancies. Any vacancy on the Board shall be filled by appointment by the Chief Judge. A person appointed to fill a vacancy shall serve for the remainder of the term of the member being replaced.

(d) Terms. The initial terms of Board members shall be as follows:

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(1) one year: the first Law Enforcement representative, the first representative of a Clerk of Court, and the first member of the Florida Bar appointed by the Chief Judge;

(2) two years: the first lay person and the first Certified Civil Process Server appointed by the Chief Judge;

(3) three years: the second Certified Civil Process Server appointed by the Chief Judge.

Following the initial terms, all terms shall be 3 years. Board members shall be eligible for reappointment. However, no person shall serve more than 2 consecutive 3-year terms.

(f) Duties. The duties of the Board shall include the following:

(1) The Board shall be responsible for the recommendation of certification, receipt and review of complaints regarding Certified Civil Process Servers, issuance of notice of complaints to Certified Civil Process Servers, receipt and review of responses of Certified Civil Process Servers to complaints, conduct of hearings, and recommendation of discipline of Certified Civil Process Servers to the Chief Judge of the Circuit.

(2) The Board shall have the authority to adopt rules governing its operating procedures.

(3) The Board may make recommendations to the Chief Judge regarding the amendment of these rules.

(g) Fees. Applicants shall pay an application and testing fee of $250.00, payable to Leon County. The annual renewal fee shall be $150.00, payable to Leon County, and shall be submitted with the request for renewal of certification. Fees are non-refundable.

(h) Records. The Board shall maintain records and minutes of its meetings, hearings, and all other official actions.

(i) Expenses. Members of the Board shall serve without compensation.

4. Application for Certification.

All applicants seeking certification shall apply to the Board on the application form attached hereto as Attachment Number 1. The application and testing fee must be included with the application.

5. Qualification.

Applicants must satisfy the following requirements to qualify for certification in this Circuit:

(a) Be at least 18 years of age;

(b) Have no mental or legal disability;

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(c) Be a permanent resident of this state;

(d) Attest that they have read and become familiar with the laws and rules governing the service of process;

(e) Take and pass a written examination administered by the Court and approved by the Chief Judge;

(f) Submit to a background investigation, at the applicant's expense, which shall include any criminal record of the applicant;

(g) File with the Board a certificate of good conduct certifying

(1) no record of any pending criminal case against the applicant;

(2) no record of any felony conviction for which civil rights have not been restored;

(3) no record of conviction of the applicant of a misdemeanor involving moral turpitude or dishonesty within the preceding 5 years;

(h) Take an oath of office that he or she will honestly, diligently, and faithfully exercise the duties of a certified process server;

(i) Execute and file with the Board a bond in the amount of $5,000 with a surety company authorized to do business in this state for the benefit of any person injured by misfeasance, malfeasance, neglect of duty, or incompetence of the applicant in connection with his or her duties as a process server;

(j) File the Forms, attached hereto as exhibit 2, forms from the Sheriff of each County in the Circuit indicating whether the Sheriff has any objection to the applicant being certified as a Certified Civil Process Server.

6. Examination.

The Court shall develop and administer a written examination to all applicants seeking Certified Civil Process Server certification, to ensure that such applicants possess a satisfactory level of knowledge of the laws and rules regarding the service of process. The contents of the examination shall be subject to the approval of the Chief Judge. A passing score shall be no less than 80% of the questions answered correctly. The examination shall be administered not less than once each year, at such time and place as may be designated by the Court. Notice of the time and place for the test shall be provided by the Court to all applicants.

7. Issuance of Certification.

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Upon satisfactory completion of the specified prerequisites, the Board shall recommend the applicant to the Chief Judge for entry on the list of Certified Civil Process Servers. If the Chief Judge is satisfied that the conditions have been met, the Chief Judge shall issue an order placing the applicant on the list of certified process servers and provide a copy of the order to the Court Administrator and the Clerk of Court for each county within the Circuit. The Court Administrator and the Clerk of Court for each county shall maintain a list of certified process servers based upon the court orders.

8. Identification Card.

Upon certification as a Certified Civil Process Server, the applicant shall be issued an identification card by the Court in the form prescribed by Section 48.29(5)(b), Florida Statutes. Costs incident to the preparation and issuance of the card shall be paid by the applicant. Each identification card shall be renewable annually upon proof of good standing, current bond, and payment of the renewal fee set out in section 3.(g)(3) above.

9. Renewal of Certificate.

(a) Annual renewal. Each Certified Civil Process Server shall pay an annual certificate renewal fee, payable to Leon County, in the amount of $150.00. A certificate shall be suspended automatically upon nonpayment, but shall be reinstated upon application to the Board, accompanied by payment, made within 60 days of the date of suspension. Upon expiration of the 60-day grace period, any request for reinstatement must be made pursuant to sections 4, 5, and 6 of this order.

(b) In addition to the renewal fee, the Certified Civil Process Server shall submit current Sheriffs' Advisory Forms from each Sheriff in the Circuit to qualify for renewal (See Attachment 2).

(c) Biennial testing. To assure that Certified Civil Process Servers have maintained adequate knowledge of current laws and rules applicable to service of process, renewal shall require the successful completion of the written examination every two years after the initial certification or renewal under this rule. A passing score shall be no less than 80% of the questions answered correctly. The renewal examination may be given more frequently and at different locations than the initial application.

10. Prohibited Conduct Generally.

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The following conduct is prohibited, and may lead to disciplinary action:

(a) accepting employment in which the certified process server has an interest, or continuing employment after becoming aware of the existence of an interest;

(b) making false statements or misrepresentations regarding other certified process servers in this Circuit to any person with the intent to obtain business as a result of such false statements or misrepresentations;

(c) making false statements or omissions to any person with regard to the certified process server's identity or legal authority in order to effect service of process;

(d) continuation of false or deceptive advertising or other activity intended to generate business after receipt of a cease and desist letter from the Board;

(e) use of threatening or intimidating tactics to obtain client lists or other business records from other certified process servers' offices or from client's offices;

(f) alcohol or drug abuse, physical incapacity, or mental instability which interferes or is likely to interfere with the performance of the duties of a Certified Civil Process Server;

(g) misrepresentation as to the identity of the party receiving service or the process server who actually delivered the service. (Note that knowingly executing a false return of service is a felony of the third degree);

(h) any other practices which constitute malfeasance, misfeasance, neglect of duty, or incompetence.

11. Conduct Warranting Revocation of Certification.

A certificate issued pursuant to these rules may be revoked for any of the following reasons:

(a) conviction of a felony, or of a misdemeanor involving moral turpitude, dishonesty, or false statement;

(b) fraud, dishonesty, or corruption which is related to the functions and duties of a Certified Civil Process Server;

(c) fraud or misrepresentation in obtaining or renewing certification;

(d) nonpayment of renewal fees;

(e) engaging in any of the prohibited activities listed in subsection 10. above.

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12. Disciplinary Procedures.

(a) Initiation. Disciplinary proceedings may be initiated before the Board either by a signed written complaint asserting a violation of these rules, or by the Board, on its own motion.

(b) Probable Cause; Notification. If a majority of the Board finds probable cause to believe that a violation of these rules has occurred, it shall send written notice thereof, identifying the rule or rules alleged to have been violated, to the Certified Civil Process Server by certified United States mail directed to the last mailing address on file with the Board.

(c) Response. Within 30 days of the issuance of a finding of probable cause, the Certified Civil Process Server shall file a written response with the Board. If the Certified Civil Process Server does not respond, the violations identified in the finding of probable cause shall be deemed admitted.

(d) Board Review. Within 60 days after the filing of the written response to the finding of probable cause or within 60 days following the expiration of the time within which to file a response if none is filed, the Board shall review the complaint, the finding of probable cause, the response (if any), and any other pertinent materials, and decide whether to:

(1) dismiss the proceeding;
(2) issue a proposed disposition; or
(3) set a hearing.

The Board shall promptly send written notice of its decision to the Certified Civil Process Server, by certified ordinary United States mail to the last address on file.

(e) No Hearing Demanded. A proposed disposition issued pursuant to subdivision (d)(ii) shall become final unless the Certified Civil Process Server demands a hearing within 30 days of the date on which it was issued.

(f) Timing of Hearing. Absent good cause, no hearing shall take place less than 30 days, or more than 90 days, from the date of notice pursuant to subdivision (d)(iii) or of the Certified Civil Process Server's demand pursuant to subdivision (e).

(g) Identity of Complainant. Upon written request filed with the Board after a hearing has been set, the Board shall promptly reveal to the Certified Civil Process Server the identity of the complaining party.

(h) Legal Representation. The Certified Civil Process Server may be represented by an attorney at any stage of the proceeding. The Certified Civil Process

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Server shall be responsible for all of his or her costs and expenses, including attorney fees.

13. Disciplinary Hearings

(a) Pre-hearing Discovery. Pre-hearing discovery shall not be permitted unless expressly authorized by the Board, in response to a written request.

(b) Rules of Evidence. Strict rules of evidence shall not apply. The Board may, in its discretion, consider any evidence presented, including affidavits, giving such evidence the weight it deems appropriate.

(c) Hearings to be Reported. The Board shall ensure that all hearings are reported.

(d) Hearing Procedure. At the hearing, both the Board and the Certified Civil Process Server shall be afforded the opportunity to introduce documents and other relevant evidence, and to elicit sworn testimony.

(e) Board Deliberations. Following the presentation of evidence, the Board shall deliberate regarding its decision. Such deliberations shall take place in private.

(f) Finality of Decision; Rehearing. Unless the Certified Civil Process Server files a request for rehearing within 10 days of the date he receives the decision, the Board's decision shall be forwarded to the Chief Judge as a recommendation of disposition. If a timely request for rehearing is filed, the decision shall not be forwarded to the Chief Judge until the request has been disposed of by written decision, a copy of which shall be sent to the Certified Civil Process Server by certified United States mail.

14. Disciplinary Dispositions

(a) Burden of Proof. If the Board finds that there is clear and convincing evidence that the Certified Civil Process Server has violated one or more of these rules, it shall recommend to the Chief Judge such discipline as it may deem appropriate, consistent with these rules.

(b) Vote Required; Notification. All decisions of the Board shall be by majority vote, in writing and, if adverse to the Certified Civil Process Server, shall contain factual findings supporting the decision. A copy of the decision shall be sent to the Certified Civil Process Server by certified United States mail.

(c) Sanctions. Discipline recommended by the Board and imposed by the Chief Judge may consist of one or more of the following:

(1) a reprimand from the Board;

(2) a reprimand from the Chief Judge;

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(3) the imposition of costs and expenses incurred by the Board in connection with the proceeding, including investigative costs;

(4) restitution;

(5) requiring that the Certified Civil Process Server certification examination be successfully taken, or retaken;

(6) limiting the geographic scope of practice by county;

(7) revocation of certification.

(d) If, after reviewing the Board's recommendation and factual findings, the Chief Judge determines that sanctions are appropriate, the Chief Judge shall enter an Order imposing sanctions. However, if a reprimand by the Board is the appropriate penalty, the Chief Judge need not enter an order. The Office of the Court Administrator and the Clerk of Court for each County shall update the list of Certified Civil Process Servers with notations or removals based upon the court orders.

15. Confidentiality of Disciplinary Proceedings

When a disciplinary proceeding is either dismissed or results in a reprimand from the Board, all records of the proceeding shall remain confidential; otherwise, all such records shall become public when the Chief Judge makes a final disposition.

16. Review of Adverse Disciplinary Dispositions.

Within 30 days of a final adverse disciplinary disposition after a hearing, the Certified Civil Process Server may seek review by common law certiorari to the First District Court of Appeal pursuant to Rule 9.100, Florida Rules of Appellate Procedure.

17. Reinstatement.

A Certified Civil Process Server whose certificate has been revoked may apply in writing for reinstatement. Such request shall explain why the applicant believes that he or she should be reinstated, and shall be accompanied by current Sheriffs' Advisory Forms from each Sheriff in the Circuit and a renewal fee of $150.00. Whether to recommend to the Chief Judge for or against such a request shall rest in the sole and absolute discretion of the Board. The Board may recommend such conditions upon reinstatement as it deems appropriate.

18. Effective Date.

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This Rule shall take effect on Thursday, June 1, 2000. The provisions of this rule shall apply to all applicants filing applications on or after June 1, 2000, and all renewals sought after June 1, 2000. Current certifications shall remain in effect but shall be renewed under these rules when the current certification expires. Current certifications are subject to the restrictions and disciplinary provisions herein as of June 1, 2000. Administrative Order 90-12, as amended, is hereby SUPERSEDED.

DONE and **ORDERED** this 19 day of May, 2000.

GEORGE S. REYNOLDS III
Chief Judge

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PROCESS SERVER APPLICATION
SECOND JUDICIAL CIRCUIT

INSTRUCTIONS: ANSWER ALL QUESTIONS ACCURATELY AND COMPLETELY, PLEASE PRINT CLEARLY.

SOCIAL SECURITY NO._____ DATE_____

NAME_____
(Last Name) (First Name) (Middle Name)

ADDRESS_____
(Street) (City) State) (Zip) (County)

Telephone Numbers Where You May Be Contacted:

HOME:_____ SEX: _____FEMALE

WORK:_____ _____MALE

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES____ NO____
IF SO, HAVE YOUR CIVIL RIGHTS BEEN RESTORED YES____ NO____
IF THE ANSWER IS YES, PLEASE SUBMIT RESTORATION PAPERS.

ARE YOU A CITIZEN OF THE UNITED STATES? _____YES _____NO
IF ALIEN, CHECK WHICH TYPE OF WORK AUTHORIZATION YOU HAVE:

_____ALIEN REGISTRATION FORM I-151

_____REFUGEE STATUS FORM I-94

IF NATURALIZED, RECORD THE NUMBER OF ONE OF THE FOLLOWING FORM OF:

_____ NATURALIZATION CERTIFICATE NO.

_____ U. S. PASSPORT NO.

_____ VOTER'S REGISTRATION NO.

ATTACHMENT 1

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CERTIFICATES LISTED HERE MUST BE PRESENTED WHEN FILING THIS APPLICATION.

HAVE YOU EVER BEEN A MEMBER OF THE U. S. ARMED SERVICES?
____YES ___NO

TYPE OF DISCHARGE? ___HONORABLE _____GENERAL _____OTHER.

IF OTHER, PLEASE EXPLAIN._____

_____

ACTIVE DUTY DATE: FROM_____ TO_____

EDUCATION

HIGH SCHOOL GRADUATE: YES___ NO___

NAME & LOCATION_____YEAR GRADUATED:_____

HIGH SCHOOL EQUIVALENT:_____ PLEASE GIVE DATE AND SOURCE:

_____

NAME AND LOCATION OF COLLEGE OR UNIVERSITY:

_____

DATES ATTENDED:_____

DEGREE(S) ATTAINED:_____

FORMAL TRAINING, SUCH AS VOCATIONAL, BUSINESS OR OTHER JOB RELATED

COURSES:_____

_____

DATES ATTENDED:_____

SUBJECT STUDIED:_____

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OCCUPATIONAL/PROFESSIONAL LICENSES OR CERTIFICATES

TYPE:_____

NUMBER:_____

DATE OBTAINED:_____ RENEWAL DATE:_____

DRIVERS LICENSE OR CHAUFFEURS LICENSE NO.(STATE)_____

HAS YOUR LICENSE EVER BEEN SUSPENDED OR REVOKED? ___YES ___NO

IF YES, EXPLAIN:_____

_____

CURRENT EMPLOYMENT

JOB TITLE FROM:_____ TO:_____

_____

FIRM NAME ADDRESS TELEPHONE

_____

KIND OF BUSINESS: IMMEDIATE SUPERVISOR & TITLE NO. OF HOURS (PER WEEK)

_____

DUTIES:_____

_____

_____

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PREVIOUS EMPLOYMENT

JOB TITLE FROM:_____ TO:_____ (MO./YR.)

_____

FIRM NAME ADDRESS TELEPHONE

_____

KIND OF BUSINESS: IMMEDIATE SUPERVISOR & TITLE NO. OF HOURS (PER WEEK)

_____

DUTIES:_____

_____

REASON FOR LEAVING:_____

PREVIOUS EMPLOYMENT

JOB TITLE FROM:_____ TO:_____ (MO./YR.)

_____

FIRM NAME ADDRESS TELEPHONE

_____

KIND OF BUSINESS: IMMEDIATE SUPERVISOR & TITLE NO. OF HOURS (PER WEEK)

_____

DUTIES:_____

_____

REASON FOR LEAVING_____

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OATH OF OFFICE

I solemnly swear or affirm that I will faithfully discharge the duties imposed upon me as a certified process server in accordance with the law and will abide by and effect service of process in accordance with the applicable Florida Statues and Rules of Court.

I understand and agree that as an applicant for the status of certified process server, I will post with the Court Administrator, Second Judicial Circuit, a bond in the amount of five thousand dollars ($5,000) in cash or sureties approved by the Court for the benefit of any person injured by me as a result of any wrongful act or omission relating to my activities as a process server.

I understand and agree that as an applicant for the status of certified process server, a felony background investigation will be performed to assure my eligibility for certification.

I solemnly swear or affirm that I have read and carefully studied Chapter 48, Florida Statutes, as now amended, and is thoroughly familiar with the provisions of Florida Law pertaining to service of civil process.

I understand that Florida Statutes 48.021 (4) provides, in part that,

> Any special process server shall be disinterested in any process he serves, and if he willfully and knowingly executes a false return of service or otherwise violates the oath of office shall be guilty of a felony of the third degree.

I further understand that, if appointed, I serve at the pleasure of the Chief Judge of the Second Judicial Circuit, and that my appointment may be revoked at his discretion in accordance with the law.

_____
Applicant

Sworn to and subscribed before me this _____ day of _____, 19____.

_____
Notary Public, State of Florida

My Commission Expires:_____

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PROCESS SERVER'S BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____

_____, as Principal, and

_____, as Surety, are held and firmly bound unto the Governor of the State of Florida for the benefit any person wrongfully injured by any malfeasance, misfeasance or incompetence of the applicant in connection with his/her duties as a Process Server, in the sum of FIVE THOUSAND DOLLARS ($5,000.00) lawful money of the United States, for the payment whereof, well and truly to be made, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these present.

THE CONDITION OF THIS OBLIGATION is such that the above named Principal has applied for certification as a Process Server by the Chief Judge of the Second Judicial Circuit, State of Florida, and if the bounden _____ shall faithfully perform the duties of his/her said office, as prescribed by law, then this obligation shall be void, otherwise to remain in full force and effect.

This bond shall be for a period of ONE (1) YEAR and may be renewed, by continuation certificate.

SIGNED AND SEALED this _____ day of _____, 19____.

_____
PRINCIPAL

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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT OF FLORIDA
IN AND FOR Wakulla .COUNTY

IN RE:

CERTIFICATE OF GOOD CONDUCT

I, _____, Clerk of the Circuit Court of the Second Judicial Circuit of Florida in and for _____ County, DO HEREBY CERTIFY that a diligent search of the files and records in this office fails to disclose any felony conviction or misdemeanor conviction against the above named person in the Criminal Division of this Court within the last five (5) years, or any pending criminal action against said person.

WITNESS MY HAND and the Seal of the Court of _____ County, Florida, this _____ day of _____, 19____.

_____
CLERK OF THE CIRCUIT COURT

BY: _____
Deputy Clerk

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CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT OF FLORIDA
IN AND FOR Liberty COUNTY

IN RE:

CERTIFICATE OF GOOD CONDUCT

I, _____, Clerk of the Circuit Court of the Second Judicial Circuit of Florida in and for _____ County, DO HEREBY CERTIFY that a diligent search of the files and records in this office fails to disclose any felony conviction or misdemeanor conviction against the above named person in the Criminal Division of this Court within the last five (5) years, or any pending criminal action against said person.

WITNESS MY HAND and the Seal of the Court of _____ County, Florida, this _____ day of _____, 19____.

_____
CLERK OF THE CIRCUIT COURT

BY:_____
Deputy Clerk

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CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
GWEN MARSHALL
UNOFFICIAL DOCUMENT

R20000036360
RECORDED IN
PUBLIC RECORDS LEON CNTY FL
BOOK: R2376 PAGE: 00235
MAY 24 2000 08:55 AM
DAVE LANG, CLERK OF COURTS

BK: R2376 PG: 00235

IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT OF FLORIDA
IN AND FOR Franklin COUNTY

IN RE:

CERTIFICATE OF GOOD CONDUCT

I, _____, Clerk of the Circuit Court of the Second Judicial Circuit of Florida in and for _____ County, DO HEREBY CERTIFY that a diligent search of the files and records in this office fails to disclose any felony conviction or misdemeanor conviction against the above named person in the Criminal Division of this Court within the last five (5) years, or any pending criminal action against said person.

WITNESS MY HAND and the Seal of the Court of _____ County, Florida, this _____ day of _____, 19____.

_____
CLERK OF THE CIRCUIT COURT

BY: _____
Deputy Clerk

UNOFFICIAL DOCUMENT
UNOFFICIAL DOCUMENT

[redacted]

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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT OF FLORIDA
IN AND FOR Gadsden - COUNTY

IN RE:

CERTIFICATE OF GOOD CONDUCT

I, _____, Clerk of the Circuit Court of the Second Judicial Circuit of Florida in and for _____ County, DO HEREBY CERTIFY that a diligent search of the files and records in this office fails to disclose any felony conviction or misdemeanor conviction against the above named person in the Criminal Division of this Court within the last five (5) years, or any pending criminal action against said person.

WITNESS MY HAND and the Seal of the Court of _____ County, Florida, this _____ day of _____, 19____.

_____
CLERK OF THE CIRCUIT COURT

BY:_____
Deputy Clerk

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LEON COUNTY
GWEN MARSHALL
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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT OF FLORIDA
IN AND FOR Jefferson COUNTY

IN RE:

CERTIFICATE OF GOOD CONDUCT

I, _____, Clerk of the Circuit Court of the Second Judicial Circuit of Florida in and for _____ County, DO HEREBY CERTIFY that a diligent search of the files and records in this office fails to disclose any felony conviction or misdemeanor conviction against the above named person in the Criminal Division of this Court within the last five (5) years, or any pending criminal action against said person.

WITNESS MY HAND and the Seal of the Court of _____ County, Florida, this _____ day of _____, 19____.

_____
CLERK OF THE CIRCUIT COURT

BY: _____
Deputy Clerk

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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT OF FLORIDA
IN AND FOR LEON COUNTY

IN RE:

CERTIFICATE OF GOOD CONDUCT

I, _____, Clerk of the Circuit Court of the Second Judicial Circuit of Florida in and for _____ County, DO HEREBY CERTIFY that a diligent search of the files and records in this office fails to disclose any felony conviction or misdemeanor conviction against the above named person in the Criminal Division of this Court within the last five (5) years, or any pending criminal action against said person.

WITNESS MY HAND and the Seal of the Court of _____ County, Florida, this _____ day of _____, 19____.

_____
CLERK OF THE CIRCUIT COURT

BY:_____
Deputy Clerk

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LEON COUNTY
GWEN MARSHALL
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IN THE SECOND JUDICIAL CIRCUIT OF FLORIDA

IN RE: APPLICATION FOR CERTIFICATION OF CIVIL PROCESS SERVER

_____.
(name of applicant)
_____/

SHERIFFS' ADVISORY FORM

In accordance with Section 48.025, et seq., Florida Statutes, and administrative order 2000-7, Second Judicial Circuit Court, I understand that the above named applicant is seeking certification as a Certified Civil Process Server in the Second Judicial Circuit. As a part of the application process, the applicant is required to obtain any comments from the six (6) Sheriffs in this Circuit, or their designates, regarding the applicant's suitability and fitness for certification. The undersigned, as a representative of the Office of the Sheriff indicated (please mark one):

____ 1. **Has No Objections** to the certification of the applicant named above;
____ 2. **Has No Opinion or Knowledge** regarding the certification of the applicant named above; or
____ 3. **Objects to Certification** of the applicant named above for the following reasons:

_____
_____
_____.

Signed on _____, 2000.
(date)

Signature: _____

Title: _____

County of Office: _____

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CLERK OF THE CIRCUIT COURT & COMPTROLLER LEON COUNTY GWEN MARSHALL
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