

IN THE CIRCUIT COURT OF THE
NINETEENTH JUDICIAL CIRCUIT
IN AND FOR INDIAN RIVER,
MARTIN, OKEECHOBEE AND ST. LUCIE
COUNTIES.

ADMINISTRATIVE ORDER 93-11

RE: Certification of Process Servers

Pursuant to Florida Statutes 48.27 and 48.29 the following procedure will be followed to certify and re-certify those persons designated by the Chief Judge to serve initial Nonenforceable Civil Process on a person found within this Circuit when a civil action has been cited against such person in the Circuit or County Courts of this Circuit. In addition the person so designated may serve foreign process in this Circuit.

Any person interested in applying for certification or re-certification shall obtain an application packet from the Court Administrator's Office in the St. Lucie County Courthouse, Fort Pierce, Florida and then return the completed packet to the Court Administrator's Office.

Effective January 1, 1994 each applicant for certification or re-certification will be charged a processing fee of seventy-five dollars (\$75.00) payable to "St. Lucie County Clerk of Court". The funds collected will be distributed at the end of the Counties' fiscal year to the individual Counties of the Nineteenth Judicial Circuit based upon each County's population as a percentage of the total Circuit population, the above division of funds being made pursuant to an inter-local agreement. A records check will be requested through the Florida Department of Law Enforcement and the fee required for this service shall be collected with the application packet.

Each Certification is effective for one year from the date of the Certification Order for the Process Server. The Clerks of Court of this Circuit are authorized and directed to issue an identification card to each certified Process Server bearing his/her identification number, printed name, signature, photograph, Seal of the Circuit Court, and an expiration date which shall be one year from issuance of the Certification Order. The Clerks may charge a reasonable fee for this service.

Page 2
Administrative Order 93-11
RE: Certification of Process Servers

Previously each individual Process Server was certified by an individual Administrative Order. Effective January 1, 1994, Process Servers shall be Certified by an Administrative Order of Certification. Each Clerk of the Court shall record all Administrative Orders of Certification and separate them from all other Administrative Orders.

Process Servers will be responsible for obtaining the application packet and then submit the appropriate paperwork and fees for certification and recertification.

To insure that our records are up to date, Process Servers shall notify the Court Administrator's Office of any change in address or telephone number.

All paperwork and fees must be submitted to the Court Administrator's Office by the 5th of every month. Our Office will review the packets and prepare the Order and any other needed paperwork, and then submit to the Chief Judge by the 10th of every month. The Chief Judge will then review and sign the Order at his convenience and as his schedule permits. Depending upon when your expiration date falls, you may wish to deliver your packet approximately thirty days prior to the expiration date, to insure that the Order is signed in time.

All Process Servers will be receiving new identification numbers as you are certified or re-certified. The first two letters will be P.S. which stands for Process Server, the next two digit number will be the year that you were first certified as a Process Server in this Circuit, and then the next number will be the number assigned as you are certified starting with the number 1. Your number will no longer be changed from year to year, but will stay the same.

If submitting an application packet, you must have no criminal cases pending against you, no record of any felony convictions, nor record of a conviction of a misdemeanor, but not limited to those involving moral turpitude or dishonesty. A records check will be requested through FDLE and if needed, contact can be made with other states to check for criminal record. Also, you may be required to submit for fingerprinting to verify records. If it is determined that you have falsified or misrepresented background information, your Process Server Certification can be immediately revoked. A money order in the amount of \$10.00 made payable to F.D.L.E., must be submitted with your application packet.

Page 3
Administrative Order 93-11
RE: Certification of Process Server

Along with your application, you shall also submit a resume', providing additional background information. You will also need to provide three letters of character reference.

The application fee shall be \$75.00 effective January 1, 1994.

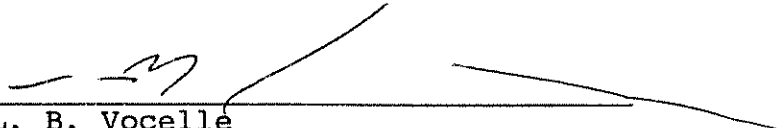
If at any time, you are arrested and have pending charges, you shall immediately surrender your badge and identification to the Court Administrator's Office, and shall cease serving process pending the outcome of disposition.

The Clerk's Offices are still charging \$11.00 for the identification badge which is not included in the \$75.00 fee. You may include this fee with your \$75.00 if you are having your badge done in St. Lucie County. If you wish to have the badge done in Martin County you must pay them at the time the badge is done.

The Chief Judge shall have the authority to suspend or terminate certification due to any behavior deemed to be inappropriate. Such inappropriate behavior shall include but not be limited to felony or misdemeanor arrest, improper or illegal service or inappropriate behavior while serving process.

This Order shall be effective January 1, 1994 and shall supersede Administrative Order 89-6 at that time.

DONE AND ORDERED in quadruplicate at Ft. Pierce, St. Lucie County, Florida this 01 day of December 1993.



L. B. Vocelle
Chief Judge