



IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT  
OF THE STATE OF FLORIDA

ADMINISTRATIVE ORDER # 2004-00-03

**RE: Certification of Civil Process Servers at the Specific Request of a Sheriff**

Whereas, Administrative Order 2000-03, **IN RE: CERTIFIED PROCESS SERVERS**, addressed certifying individuals wishing to be certified as process servers when a conflict of interest occurred between the individual and the Sheriff;

Whereas, Statute 48.27, Florida Statutes, empowers the Chief Judge of each judicial circuit to certify persons who meet the requirements for certification as a civil process server and to annually re-certify such individuals who comply with the qualification requirements;

Whereas, Statute 48.29, Florida Statutes, sets out the requirements for the certification of civil process servers;

Whereas, Statute 48.29 (4), Florida Statutes, allows the chief judge to prescribe, by administrative order, additional eligibility requirements and qualifications regarding individuals wishing to become civil process servers or requesting to maintain certification as civil process servers via the chief judge's process;

Now Therefore, it is **ORDERED and ADJUDGED** that the following procedures related to the qualification and certification of civil process servers for the Fourteenth Judicial Circuit shall be maintained:

1. Administrative Order 2000 – 03, **IN RE: CERTIFIED PROCESS SERVERS**, is now rescinded.
2. Individuals interested in applying as a civil process server must meet the qualifications as listed in section 48.29 (3) (a - h), Florida Statutes.
3. Individuals interested in applying as a civil process server by the chief judge must seek such certification with the special request of the county Sheriff who either has a conflict

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*Certification of Civil Process Servers at the  
Specific Request of a Sheriff*

2004-00-03

A CERTIFIED TRUE COPY  
HAROLD BAZZEL, CLERK  
OF THE CIRCUIT COURT

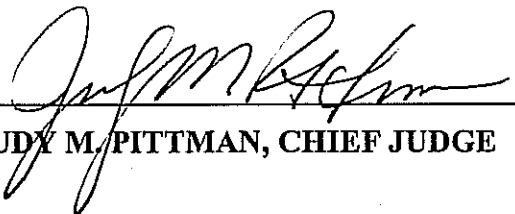
By   
Deputy Clerk

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of interest or believes the certification would be more appropriately completed by the Chief Judge. Otherwise, civil process servers will be certified through the Sheriff's Office.

4. Once the qualifications of the individual has been verified by court administration, the individual shall be certified and issued an identification card bearing his or her identification number, printed name, signature and photograph, the seal of the circuit court, and an expiration date. Each identification card shall be renewable annually upon proof of good standing and current bond.
5. Certified civil process servers may be added or deleted directly on this order by the Chief Judge and are limited to serving non-enforceable civil process with this circuit.
6. Court administration and each clerk of court shall maintain a current list of certified civil process servers who have been certified via this administrative order.

**DONE and ORDERED** in Chambers at Panama City, Bay County, Florida this 21  
day of January, 2004.

  
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**JUDY M. PITTMAN, CHIEF JUDGE**