

## **Renewal Applications of Certified Process Servers**

1. *Renewal Application.* The Renewal Applicant must submit a renewal application to the Designee, along with a non-refundable fee via personal check, cashier's check or money order made payable to the St. Lucie County Board of County Commissioners in the amount of \$75.00 at least sixty (60) days prior to the expiration of the one-year period certification period. See Exhibit "B" to this Administrative Order for Certified Process Server Renewal Application. The Renewal Applicant also must include with his or her renewal application the items referenced in subdivisions 2 through 6 below.

Failure to submit all of the documents and pay all fees referenced in Paragraphs 1 through 6 to the Designee sixty (60) days before expiration of the certification period may result in a certified process server being removed from the CPSL and the temporary suspension of his or her certification without notice or hearing. Such individual must surrender his or her Certified Process Server Identification Card to Court Administration. He or she may seek reinstatement as a New Applicant pursuant to Section A of this Part.

2. *Background Investigation.* The Renewal Applicant shall submit to a background investigation by the Florida Department of Law Enforcement, which investigation shall include a review of the Renewal Applicant's criminal record, if any exists, and fingerprints. Court Administration will be advised of the results of the review. The Renewal Applicant must pay any and all fees associated with the background investigation and/or review of fingerprints as established by the law enforcement agencies and/or Court Administration.

3. *Certificate of Good Conduct.* The Renewal Applicant shall obtain and file with the renewal application a Certificate of Good Conduct certifying that there is no record of: (a) any pending criminal case against the Renewal Applicant; (b) any felony conviction of the Renewal Applicant; or (c) any conviction of the Renewal Applicant for a misdemeanor involving moral turpitude or dishonesty within the preceding

five (5) years. See Exhibit "C" to this Administrative Order for the Certificate of Good Conduct.

4. *Returns of Service.* The Renewal Applicant must file with the renewal application copies of at least ten (10) returns of service from separate cases in which the Renewal Applicant effected service during the certification period.

5. *Continuing Education.* To ensure that certified process servers have maintained adequate knowledge of current laws and rules applicable to service of process, renewal of certification shall require the successful completion at least four (4) hours of continuing education approved by Court Administration and which directly relates to service of process in Florida. The continuing education must be provided by an institution meeting accreditation criteria and other standards acceptable to Court Administration. See Exhibit "E" to this Administrative Order, Certified Process Server Education, for accreditation criteria and process server education course requirements. The continuing education must be taken within eleven (11) months prior to the day a renewal application is submitted, and the Renewal Applicant must file with the renewal application evidence of completion of the continuing education.

The Nineteenth Judicial Circuit may require any certified process server to submit to a written examination at any time prior to renewal of his or her certification.

6. *Performance Bond.* The Renewal Applicant must file with the Designee evidence of a performance bond in the amount of five thousand dollars (\$5,000.00) with a surety company authorized to do business within the State of Florida 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. The bond should name the Administrative Office of the Court, Nineteenth Judicial Circuit as obligee. The bond must be maintained at all times during the certification period and is renewable annually. Each time the performance bond is renewed, the Renewal Applicant must file proof of the bond renewal with the Designee.

7. *Oath.* The Renewal Applicant who successfully completes the certification renewal process shall take an oath that he or she will honestly, diligently, and faithfully exercise the duties of a certified process server.

8. *Renewed Certification.* Upon satisfactory completion of the specified prerequisites, the Board shall recommend the Renewal Applicant to the Chief Judge for continuation on the CPSL. If the Chief Judge is satisfied that the conditions have been met, the Chief Judge shall issue an order continuing the Renewal Applicant on the CPSL and provide a copy of the order to the Renewal Applicant, Court Administration and the Clerk of Court for each county within the Circuit.

9. *Denial of Renewal of Certification.* If the Renewal Applicant fails to satisfy the specified prerequisites, the Board shall recommend to the Chief Judge that his or her renewal application be denied. If a Renewal Applicant wishes to challenge an unfavorable recommendation of the Board, the Renewal Applicant may, within 30 days of the notice of the unfavorable recommendation, request in writing that the renewal application material be reviewed by the Chief Judge. If the Chief Judge is satisfied that the conditions for renewal have not been met, the Chief Judge shall issue an order removing the Renewal Applicant from the CPSL and provide a copy of the order to the Renewal Applicant, Court Administration and the Clerk of Court for each county within the Circuit. The Renewal Applicant must surrender his or her Certified Process Server Identification Card to Court Administration. The Renewal Applicant denied renewal of certification may seek reinstatement by completing the requirements for New Applicants pursuant to Section A of this Part.