

ADMINISTRATIVE ORDER No. **94-18**

IN RE: VERIFIED RETURN OF SERVICE FORM FOR USE BY CERTIFIED PROCESS SERVERS

WHEREAS, the Legislature has provided in Chapter 48 a method of certification of process servers and has authorized the chief judge of each circuit to establish a list of such certified process servers who may serve process in that circuit;

WHEREAS, Section 48.29(6) (b), Fla. Stat., provides that returns of service shall be made by certified process servers on a form which has been reviewed and approved by the court; and

WHEREAS, Sec. 92.525, Fla. Stat., establishes alternate methods for verification of documents.

NOW, THEREFORE, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit, it is hereby **ORDERED** and **ADJUDGED** that:

1. A return of service form provided by a Certified Process Server that is captioned "Verified Return of Process" and which contains the following information shall be authorized for use in this Circuit:
 - a. The court, case number, and caption of the case.
 - b. The date and time when process was received by the Certified Process Server.
 - c. The date and time when service was made.
 - d. The specific manner of execution (section of statute, if applicable).
 - e. The name of the person on whom service was made.
 - f. If a person was served in a representative capacity, the position occupied by the person.
 - g. The signature of the Certified Process Server.
 - h. The printed name and identification number of the Certified Process Server.
 - i. A statement that the person serving process is a Certified Process Server in good standing in the judicial circuit in which the process was served and that the Certified Process Server is disinterested in the process being served.
2. Verification of the Return of Service shall be accomplished by either of the methods prescribed in Sec. 92.525, Fla. Stat.:
 - a) an oath before a notary that, by personal knowledge, the facts and matters contained within the Verified Return of Service are true and correct; or
 - b) a signed declaration containing the following language: "Under penalty of perjury, I declare that I have read the foregoing Verified Return of Service and that the facts stated in it are true."
3. A Verified Return of Service, to be valid, need not refer to any particular Administrative Order nor to any order or blanket appointment.
4. A Verified Return of Service which contains information in addition to those items mentioned above shall not be invalidated on that basis.

This Administrative Order shall become effective on August 15, 1994. Administrative Order No. 94-12, entered in Case 94-1, is hereby rescinded and held for naught.

DONE AND ORDERED in Chambers at Miami, Dade County, Florida, this 7th day of July, 1994.

LEONARD RIVKIND, CHIEF JUDGE
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA