



11th Judicial Circuit	
Certified Civil Process Server New Applicant Process	
YOU MUST:	
1.	Create an account in the CPS Portal during the certification period. Detailed instructions for using the portal can be found on the website.
2.	Upload the following documents to the CPS Portal:
	a. Copy of identification proving Florida residency;
	b. Copy of \$300 application fee receipt from Clerk's Office;
3.	Be sure to click submit so that all documents go to Coordinator for review and application gets automatically generated.
4.	Process Server Coordinator will review documents submitted. Assuming all documents are correct, Coordinator will run a background check.
5.	Once background investigation is returned, assuming there are no felony convictions or misdemeanors within the last five years, Process Server Coordinator will schedule applicant for CPS Exam.
6.	If the Applicant passes the CPS Exam, they will be scheduled for the CPS Induction Ceremony.
7.	Applicant must execute and record with the Clerk of Courts a \$5,000 bond. This bond must then be uploaded to the CPS Portal.