



11th Judicial Circuit	
Certified Civil Process Server New Applicant Process	
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:
	<ul style="list-style-type: none"> • Copy of identification proving Florida residency; • 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.	You will receive an email with the status of your background check and any other pertinent information.
6.	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.
7.	If the Applicant passes the CPS Exam, they will be scheduled for the CPS Induction Ceremony.
8.	Applicant must execute and record with the Clerk of Courts a \$5,000 bond. This bond must then be uploaded to the CPS Portal.
9.	An applicant who completes the requirements set forth in Chapter 48 and set forth in Administrative Order 16-11 A1 shall be eligible to be placed on the approved list of process servers to serve initial non-enforceable civil process as may be authorized in §48.27, Florida Statutes.
10.	You will be provided with a Court issued ID card.