



**11<sup>th</sup> Judicial Circuit**  
**Certified Civil Process Server Payment Procedures**

**Due to COVID 19 concerns the Certified Civil Process Server Program will only be accepting payments by mail at this time. Please follow the below procedures.**

<b>YOU MUST CREATE A PORTAL ACCOUNT PRIOR TO MAKING YOUR PAYMENT</b>	
<b>Acceptable Payment Methods</b>	Money Order Cashier's Check Personal Check*  *Personal checks are accepted at the discretion of the Clerk's Office
<b>Check Payee</b>	Clerk of Courts
<b>Check Memo Line</b>	Process Server Application Fee
<b>Send To</b>	Attn: Jennifer Traveis Administrative Office of the Courts 73 West Flagler St., RM 911 Miami, FL 33130
Once your payment has been processed you will be mailed AND emailed a copy of your payment receipt. <b>You are responsible for uploading your payment receipt to the portal and submitting your application.</b>	

<b>If you have any questions or concerns please contact the Certified Civil Process Server Program</b>	
Phone	Email
(305) 349-7707	cps@jud11.flcourts.org