



11th Judicial Circuit	
Certified Civil Process Server Recertification Directions	
YOU MUST:	
1.	Log into your account in the CPS Portal during the re-certification period. <ul style="list-style-type: none"> • Important dates can be found here. • The portal can be found here. • Detailed instructions for using the portal can be found here.
2.	Upload the following documents to the CPS Portal: <ol style="list-style-type: none"> a. Renewed Bond in the amount of \$5,000, stamped by Clerk's Office; b. Copy of \$250 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 approve your account and an email will be sent to you.
5.	All parties recertifying MUST attend their scheduled seminar date and time. Should a process server be unable to attend the date and time they are scheduled for, they MUST contact the CPS office to change time slots. If you cannot attend any of the scheduled seminars, you must take the CPS Exam.
*	New ID photos must be taken every two years.