



11th Judicial Circuit	
Reciprocal Applicants from Palm Beach County	
1.	<p>Create an account in the CPS Portal during the certification period.</p> <ul style="list-style-type: none"> • The portal can be found here. • Important dates can be found here. • Detailed instructions for using the portal can be found on the website here.
2.	<p>Upload the following documents to the CPS Portal:</p> <ol style="list-style-type: none"> a. Copy of identification proving Florida residency; b. Copy of \$300 application fee receipt from Clerk’s Office; c. Letter or certificate of good standing from the Administrative Office of the Court of the Fifteenth Judicial Circuit of Florida.
3.	<p>Be sure to click submit so that all documents go to Coordinator for review and application gets automatically generated.</p>
4.	<p>Process Server Coordinator will review documents submitted. Assuming all documents are correct, Coordinator will run a background check.</p>
5.	<p>You will receive an email with the status of your background check and any other pertinent information.</p>
6.	<p>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 the Swearing In Ceremony.</p>
7.	<p>Applicant must execute and record with the Clerk of Courts a \$5,000 bond. This bond must then be uploaded to the CPS Portal.</p>
8.	<p>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.</p>
9.	<p>You will be provided with a Court issued ID card.</p>