

# Process Server User Manual

---

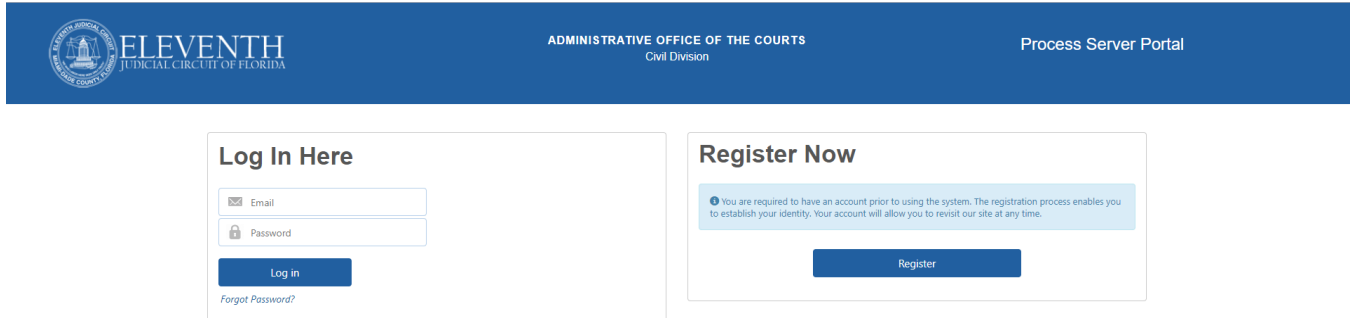
*Updated December 2018*

# Contents

Registration Process .....	1
Using the Process Server Portal .....	6

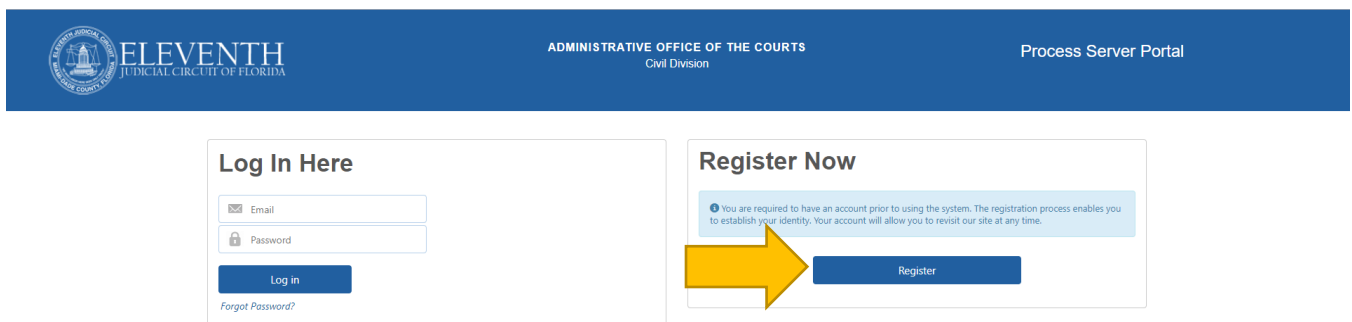
# Registration Process

1) Visit <https://pservers.jud11.flcourts.org> to view the Process Server Portal.



The screenshot shows the top navigation bar of the Process Server Portal. On the left is the logo for the Eleventh Judicial Circuit of Florida. In the center, it reads "ADMINISTRATIVE OFFICE OF THE COURTS Civil Division". On the right, it says "Process Server Portal". Below the navigation bar are two main sections: "Log In Here" and "Register Now". The "Log In Here" section contains input fields for "Email" and "Password", a "Log in" button, and a "Forgot Password?" link. The "Register Now" section contains a blue informational box with text: "You are required to have an account prior to using the system. The registration process enables you to establish your identity. Your account will allow you to revisit our site at any time." Below this box is a "Register" button.

2) Click on the 'Register' button in order to register as a new User.



This screenshot is identical to the one above, but with a large yellow arrow pointing to the "Register" button in the "Register Now" section, highlighting the action to be taken.

- 3) Enter your personal information, with a valid email address, and create a password. Make sure you have access to the email you enter since you will receive important emails at that address moving forward.

Register Process Server Portal x +  
https://pservers.jud11.flcourts.org/Account/Register.aspx

**ELEVENTH**  
JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE OFFICE OF THE COURTS  
Civil Division

Process Server Portal

Back to Login

**Sign Up for Your New Account**

First Name E-Mail  
Middle Name Address  
Last Name City  
Select Gender Select State  
Select Race Zip Code  
mm/dd/yyyy  
Password Confirm Password

Make sure you typed your email correctly. You will receive an e-mail to activate your account. Your password must contain: At least 8 characters (20 maximum), one upper case letter, at least one lower case letter, at least one number and at least one symbol (! @ # \$ % ^ & \*)

I'm not a robot reCAPTCHA Privacy - Terms

Submit

- 4) Before clicking on 'Submit' you must click on the verification 'reCAPTCHA' box labeled 'I'm not a robot'.

Register Process Server Portal x +  
https://pservers.jud11.flcourts.org/Account/Register.aspx

**ELEVENTH**  
JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE OFFICE OF THE COURTS  
Civil Division

Process Server Portal

Back to Login

**Sign Up for Your New Account**

First Name E-Mail  
Middle Name Address  
Last Name City  
Select Gender Select State  
Select Race Zip Code  
mm/dd/yyyy  
Password Confirm Password

Make sure you typed your email correctly. You will receive an e-mail to activate your account. Your password must contain: At least 8 characters (20 maximum), one upper case letter, at least one lower case letter, at least one number and at least one symbol (! @ # \$ % ^ & \*)


I'm not a robot reCAPTCHA Privacy - Terms



Submit

5) Once verification is complete, you can click the 'Submit' button to receive your confirmation email.

Your account has not been activated yet. Please check your email, spam filter or junk mail folder and follow instructions in the confirmation email.

Once here you must go to your email and check for the activation email. Click on the 'Activate Account' link.

 no-reply@jud11.flcourts.org  
Wed 12/19/2018 1:40 PM  
To: ● Naranjo, Joel ✉

  Reply all | ▾



---

### Please Activate Your Account

Hello John,

Welcome to the Eleventh Judicial Circuit of Florida Process Server Portal provided by the 11th Judicial Circuit of Florida.

Your new account is almost ready, but before you can use the account, you must first activate it by clicking the link below. After you click the activation link, you will be redirected to the login page.

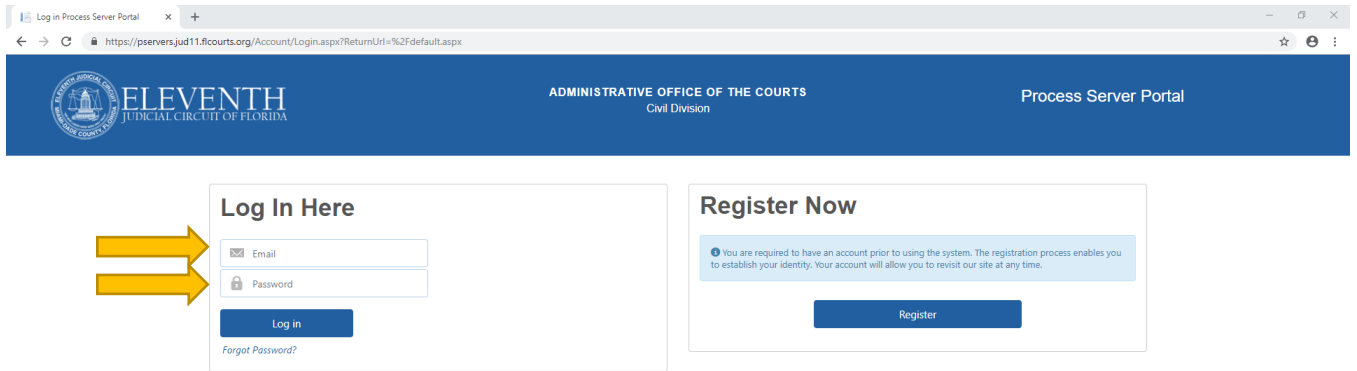
Please Note: The generated link will expire after 24 hours.

 [Activate Account](#)

- 6) The activate account link will redirect you to a confirmation page. You will get the following message in a green box with a login link. Click on 'login' to return to the login page.




- 7) Enter the email address and password you registered with in the login section to enter the Process Server Portal. You will no longer need to use the Registration process. Anytime you visit the page you can log in with your email address and password.



- 8) Once you have successfully logged in you must enter your Social Security Number. Once you have entered your Social Security Number click on 'Submit' to enter the Process Server Portal.

← → ↻ https://pservers.jud11.flcourts.org/AddSocial.aspx?ReturnUrl=

 **ELEVENTH**  
JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE OFFICE OF THE COURTS  
Civil Division  
Process Server Portal

Please add Social Security Number

\*\*\*\_\*\_\*\_\*

Submit

# Using the Process Server Portal

The Process Server Portal allows you to edit your personal information and submit documents. To edit your personal information click on the 'Edit' link.

## Personal Information



	Certificate Number	Last Name	Middle Name	First Name	Sex	Race	DOB	Address	City	State	Zip Code	Application Status
<a href="#">Edit</a>		Doe		John	M	W	3/3/1990	Test Address	Miami	FL	33016	Submitted

## Attachments

### Upload Files

Select File Type   Browse

Name	Description	Delete
PhoneOptions.txt	Bond	
Process Server Registration Manual.docx	Payment Receipt	



You can upload files in the 'Upload Files' section. First, click on the drop down labeled 'Select File Type' to select the type of file you will upload.

**Personal Information**

	Certificate Number	Last Name	Middle Name	First Name	Sex	Race	DOB	Address	City	State	Zip Code	Application Status
<a href="#">Edit</a>		Doe		John	M	W	3/3/1990	Test Address	Miami	FL	33016	Submitted

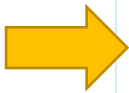
**Attachments**

**Upload Files**

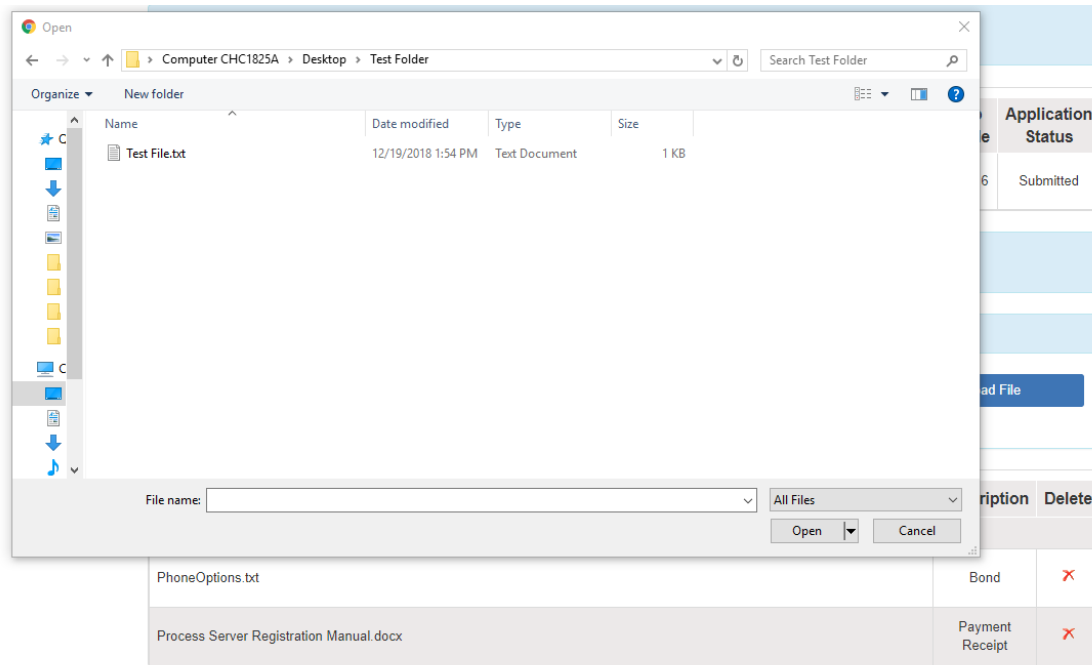
*Select File Type*

- Document
- Bond
- Payment Receipt
- Complaint Response
- Recertification Application

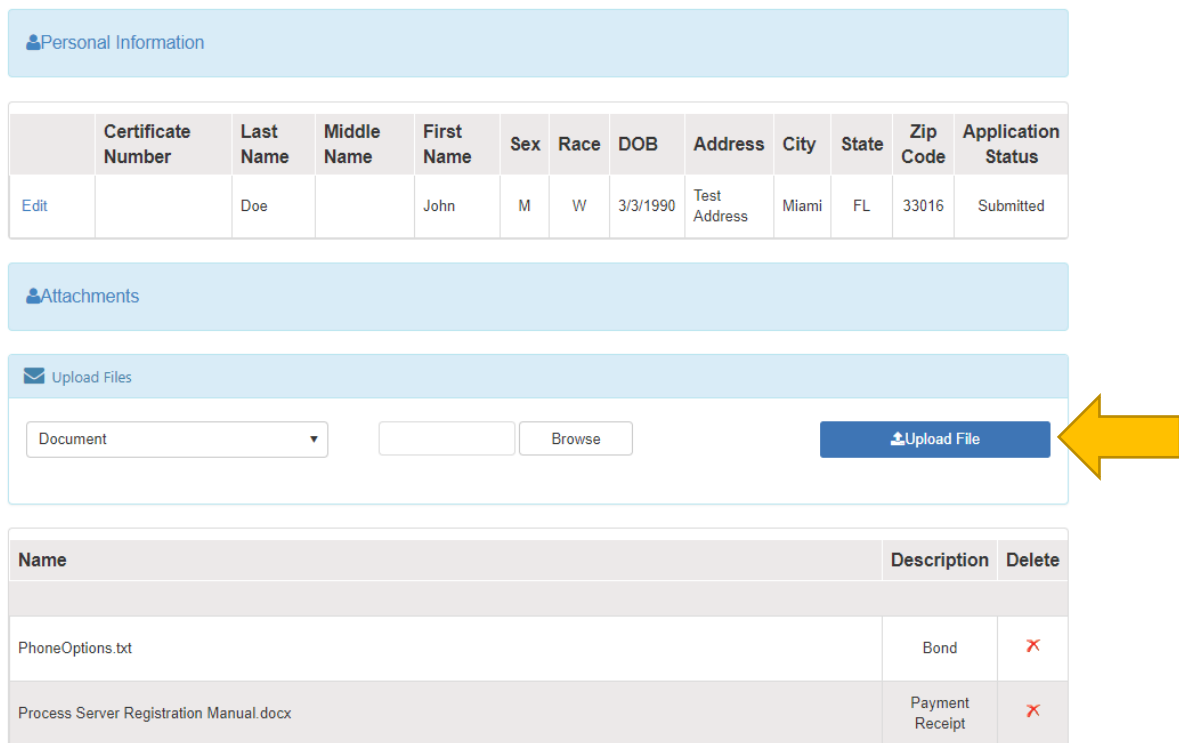
	Description	Delete
PhoneOptions.txt	Bond	
Process Server Registration Manual.docx	Payment Receipt	



Then, click on 'Browse' to select the file you wish to upload. When the file is selected click 'Open'.



Now you can click on the 'Upload File' button to upload your file. You will then see the uploaded file and its information at the bottom.



In order to submit your application you will have to upload two files, a Bond and a Payment Receipt. You can follow the same steps mentioned above to upload files and choose 'Bond' or 'Payment Receipt' for the appropriate file type. Once both a Bond and a Payment Receipt have been uploaded, you will now have application information displayed at the top of the page.

By clicking this box, I understand that all information provided in my application is a public record and will be released upon request, unless exempt or confidential. I certify that to the best of my knowledge and belief all statements contained in the application herein and on any attachments are true, correct, complete, and made in good faith.

[Review Application](#) [Submit Application](#)

**Personal Information**

	Certificate Number	Last Name	Middle Name	First Name	Sex	Race	DOB	Address	City	State	Zip Code	Application Status
Edit		Doe		John	M	W	3/3/1990	Test Address	Miami	FL	33016	

**Attachments**

Upload Files

Select File Type  Browse [Upload File](#)

Name	Description	Delete
PhoneOptions.txt	Bond	<a href="#">X</a>
Process Server Registration Manual.docx	Payment Receipt	<a href="#">X</a>

You can click on the 'Review Application' button to view the application. If any of your information is incorrect, you will have to click on the 'Edit' button under your 'Personal Information' section and correct the information. You will not be able to click on the 'Submit Application' button until the next step is completed.

Once you have reviewed your application and read the disclaimer, you may click the check box at the top of the page. This will enable the 'Submit Application' button.

By clicking this box, I understand that all information provided in my application is a public record and will be released upon request, unless exempt or confidential. I certify that to the best of my knowledge and belief all statements contained in the application herein and on any attachments are true, correct, complete, and made in good faith.

[Review Application](#) [Submit Application](#)

**Personal Information**

	Certificate Number	Last Name	Middle Name	First Name	Sex	Race	DOB	Address	City	State	Zip Code	Application Status
<a href="#">Edit</a>		Doe		John	M	W	3/3/1990	Test Address	Miami	FL	33016	

**Attachments**

**Upload Files**

Select File Type

You can now click the 'Submit Application' button to submit your application. You will see a confirmation and your Application Status will change to Submitted.

https://pservers.jud11.flcourts.org/Default.aspx

**ELEVENTH JUDICIAL CIRCUIT OF FLORIDA** ADMINISTRATIVE OFFICE OF THE COURTS Civil Division Process Server Portal

Hello, jparango@jud11.flcourts.org Log off

Your application has been successfully submitted.

**Personal Information**

	Certificate Number	Last Name	Middle Name	First Name	Sex	Race	DOB	Address	City	State	Zip Code	Application Status
<a href="#">Edit</a>		Doe		John	M	W	3/3/1990	Test Address	Miami	FL	33016	Submitted

**Attachments**

**Upload Files**

Select File Type

Name	Description	Delete
PhoneOptions.txt	Bond	<a href="#">X</a>
Process Server Registration Manual.docx	Payment Receipt	<a href="#">X</a>

Once the application has been reviewed the application Status will change to 'Accepted' or 'Rejected'. You can now continue to upload requested files and modify your personal information if it happens to change.