

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.708-1/12*

IN RE: PROCEDURES FOR **REPORTING ARRESTS,
CONVICTIONS, SANCTIONS OR PENALTIES
IMPOSED ON CERTIFIED PROCESS SERVERS**

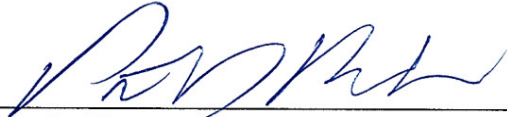
The Florida Legislature has enacted sections 48.25 - 48.31, Florida Statutes, to provide for certified process servers. The Administrative Office of the Courts of the Fifteenth Judicial Circuit of Florida (hereinafter "AOC") maintains an approved list of individuals who have satisfied the requirements of the statute and other administrative requirements to merit certification as certified process server. Florida Statute §48.29(4), provides that the Chief Judge of the Circuit may, from time to time by administrative order, prescribe additional rules and requirements regarding the eligibility of a person to become a certified process server or to have his name maintained on the list of certified process servers. Florida Statute §48.29 (7)(A), provides that a person may qualify as a certified process server and have his or her name entered on the list of more than one Circuit. The Chief Judge/AOC from time to time receives information from other jurisdictions regarding sanctions or penalties imposed on process servers certified in their jurisdiction.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. In the event any certified process server of the Fifteenth Judicial Circuit is **arrested or charged with a misdemeanor or felony in any jurisdiction, the process server must promptly report the arrest/charge to the AOC in writing.**
2. In the event any certified process server of the Fifteenth Judicial Circuit is the subject of any sanction or penalty with respect to his or her certification to serve process in another circuit, the process server must comply with the following:
 - a. Promptly report the sanction or penalty to the AOC in writing.
 - b. Respond to any inquires by the AOC concerning the report.
 - c. Report in writing that the penalty or sanction has been complied with.
3. In the event of any suspension or revocation of a certified process server's authority to serve process in another circuit, the AOC shall make a report to the Chief Judge, who may refer the matter to the Certified Civil Process Servers Grievance Committee for review and a report. In such case, the AOC shall be the complainant and provide the Grievance Committee with information concerning the suspension or revocation.

4. In the event the Chief Judge or the AOC receives information about an incident which is significantly indicative of malfeasance, misfeasance or neglect of duty by a certified civil process server, the AOC may report the matter to the Chief Judge, who may refer the matter to the Certified Civil Process Server Grievance Committee for review and report. In such a case, the AOC shall be the complainant and provide the Grievance Committee with information concerning the incident.
5. Nothing herein shall limit the power of the Chief Judge to take whatever action he/she deems appropriate without the necessity of referral to Grievance Committee.

DONE and ORDERED in Chambers at West Palm Beach, Palm Beach County, Florida, this 11 day of January, 2012.



Peter D. Blanc
Chief Judge

*supersedes admin. order 2.708-9/08