

Process Server Procedures

All motions to appoint special process servers:

- Should name at least one individual, but not more than two
- Should not name the company as a process server
- Must contain a certification that the individuals have been certified by the Florida Association of Professional Process Servers, or some similar association, or provide proof that the individuals are certified in another circuit.

Motions and proposed orders should be separate documents and the orders should contain a complete title.

Orders will not be entered appointing special process servers outside the jurisdiction of the Court.

Email addresses must be on the bottom of the order if copies are requested.

If you have any questions pertaining to process server motions or orders, please contact Judge Wright's Judicial Assistant Anita Simoneaux at SimoneauxA@circuit8.org.