



Special Process Server Renewal Application

Jacksonville Sheriff's Office

Date: ____ / ____ / ____

ID #: _____

Last Name: _____ First Name: _____ Middle Name: _____

Social Security #: _____ Driver's License #: _____ State Issued: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: ____ / ____ / ____ Sex: _____ Race: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Public Phone #: (_____) _____ Cell Phone #: (_____) _____

Email Address: _____

Have you ever been arrested for a felony? Yes No

Have you ever been convicted of a felony? Yes No

Jacksonville Sheriff's Office (JSO) Use Only

Application Complete Fees Paid Background Check

Training Date: ____ / ____ / ____ Test Score: _____ Updated CAMS

Approved By: _____ ID #: _____ Date Issued: ____ / ____ / ____

Termination Date: ____ / ____ / ____ Reason: _____

Special Process Server Renewal Application

Jacksonville Sheriff's Office

Individual's Agreement with the Jacksonville Sheriff's Office

The undersigned does hereby apply for an appointment by the Sheriff of Duval County as a Special Process Server and in consideration of any such appointment agrees to the terms and conditions as set forth herein. The undersigned shall:

Conform and abide by the requirements of Florida State Statute (F.S.S.) 48.021 and any other applicable laws and/or regulations.

Initial

Have sound understanding and abide by the rules and guidelines set forth by the JSO.

Initial

Agree that such appointment shall be construed as temporary and is a privilege and not a right. Failure to be professional and to follow the rules, guidelines and requests set forth by the JSO regarding the Special Process Server Program shall result in your appointment being revoked.

Initial

Serve only non-enforceable process.

Initial

Agree to openly display his or her Sheriff's Office identification when serving process. Additionally, agree to use his or her Sheriff's Office identification only while serving process in Duval County and further acknowledge that their special process server's identification will not be used for any purpose not related to service of process.

Initial

Agree and acknowledge your first and last name along with the listed public phone number that appears on this application will be placed on the JSO Civil Unit website for public viewing.

Initial

Charge only a reasonable fee for services; conduct business in a professional and courteous manner at all times.

Initial

Hold harmless and indemnify the Sheriff and his agents, appointees and employees against any claim, suits, judgments of any kind and nature whatsoever that may arise from or could be caused by any act or failure to act on the part of the appointee.

Initial

Certify that the applicant is not and shall not act as any agent or employee of the Sheriff so as to impose liability on the Sheriff by reason of the doctrine of respondent superior but shall perform services on behalf of the person or organization hiring his or her services in connection with service of process. Further, applicant agrees not to imply in any way that he or she is an agent, deputy or employee of the Sheriff of Duval County.

Initial

Serve no process in which he/she has an interest in the cause of action and shall not willfully or knowingly execute a false return of service or otherwise violate the oath of office. Also, acknowledge that a violation thereof may cause applicant to be guilty of a felony of the third degree, punishable as provided for in F.S.S. 775.082, 775.083, 775.084; and as such, the applicant could be permanently barred from serving process in Duval County, Florida. Furthermore, agrees that this applicant shall not simulate or circulate process as prohibited by F.S.S. 817.38.

Initial

Report to the Process Server Coordinator in writing within 48 hours of notification of lawsuits brought against the special process server due to actions as a process server appointed by the Sheriff.

Initial

Agree that the Sheriff's identification card issued to each special process server shall remain the property of the Sheriff. A one hundred (\$100.00) dollar deposit is required from each special process server before an identification card is issued. Each year when the identification card expires it shall be returned to the Process Server Coordinator within 30 days from the date of expiration. The expiration date is printed on the face of the identification card. Failure to do so will result in your \$100.00 identification card deposit being forfeited.

Initial

The \$100.00 deposit will be refunded when the identification card refund form is filled out and the identification card is returned. If lost or stolen, it will be reported immediately to the Process Server Coordinator. A Police report is required for all lost/stolen identification cards and the report number is to be given to the Process Server Coordinator. There will be a \$50.00 replacement fee for lost cards.

Initial

Update process server's application contact information (name, change of address and telephone numbers) and forward it to the Process Server Coordinator within seven calendar days of the change.

Initial

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Agree to keep a current email address on file with the Process Server Coordinator.

Initial

Agree to fully cooperate with investigations into all allegations of misconduct and/or violations of this agreement and forward all requested statements, documents or other material to the Sheriff or his designee for disposition. Furthermore, acknowledge that failure to comply with a request made by a member of the Sheriff's Office designated to investigate a complaint could result in immediate revocation of the special process server's appointment. The decision of the Sheriff or his designee shall be final.

Initial

Acknowledge that any special process server who has his/her appointment suspended/revoked for misconduct in another county will also have their appointment suspended or revoked in Duval County.

Initial

Acknowledge that a special process server who has his or her appointment revoked or suspended may appeal the disciplinary action with the Chief of the Patrol Support Division. The appeal request must be made in writing, by certified mail and within 21 days of being notified of revocation. A special process server is entitled to only one appeal per revocation or suspension. The Chief of the Patrol Support Division's decision in the appeal of a disciplinary action will be final and binding. No further appeal is available to appointee.

Initial

Prepare a return of service for all service of process served or attempted service in Duval County prior to returning the documents to the court, plaintiff or plaintiff's agent. Furthermore, agree to be responsible for the service associated with returns bearing the applicant's name.

Initial

Maintain a legible and complete Process Server Worksheet (PSW) as prescribed by the JSO documenting all service attempts, to include who was actually served.

Initial

Maintain returns of service with the associated Process Server Worksheet (PSW) of all process served or attempted service in Duval County for a three-year period. Further agree to maintain the files in a physical location that is reasonably available for inspection by the JSO during normal business hours.

Initial

Submit a Service of Process Report to the JSO by the 10th of each month summarizing all process served or attempted served for the previous calendar month and agree the report will be in a format as prescribed by the JSO. The report shall be e-mailed to the Process Server Coordinator. If no process has been served for the previous month an email stating "No Service" must sent by the 10th of each month to the Process Server Coordinator. Failure to submit a report three times during your 12 month appointment will result in your appointment being revoked.

Initial

Appointed Special Process Servers will not be armed with any firearm while in the act of serving process in Duval County. Armed with a firearm means concealed on one's person, concealed in a bag or container being actively carried, openly carried on one's person, or any other means that makes a firearm readily accessible while serving process, regardless of other licenses possessed by the individual server. This does not preclude Appointed Special Process Servers from exercising their lawful second amendment rights while not serving process in Duval County.

Initial

Agree to complete the required yearly renewal training, submit the Special Process Server Renewal Application along with the required fee at the Civil Intake Window and have your fingerprints taken at the Police Station, a minimum of 30 days prior to the expiration date shown on the face of your Special Process Server identification card. Acknowledge any exception to this time frame must be approved by the Process Server Coordinator.

Initial

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Acknowledge that any violation of the aforesaid Rules and Regulations may subject the special process server to immediate revocation.

Initial

Signature: _____

Before me personally appeared (*Please Print*) _____, who under oath states that he/she has read and fully understands the foregoing provisions and that he/she will honestly, diligently, and faithfully exercise the duties of the office of Special Process Server.

State of Florida, Duval County

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20_____.

My commission expires: _____ / _____ / _____

Signature of Notary Public

Notary Stamp:

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Jacksonville Sheriff's Office

Applicant's Name: _____

No Entitlement to Compensation

I agree that my performance of any duties pursuant to my appointment as Special Process Server of Duval County shall not entitle me to receive any compensation from the JSO for those services rendered.

_____/_____/_____
Date

Signature

F.S.S. 48.021 Acknowledgement

This is to certify that I, _____, do not have any pending criminal cases against me. There is no record of any felony convictions against me, nor a record of any misdemeanors involving moral turpitude or dishonesty with respect to me within the past five years.

_____/_____/_____
Date

Signature

F.S.S. 48.021 Acknowledgement

I understand that F.S.S. 48.021 provides in part that: Any Special Process Server shall be disinterested in any process he/she serves, and if he/she willfully and knowingly executes a false return of service or otherwise violates the oath of office shall be guilty of a felony in the third degree.

_____/_____/_____
Date

Signature

F.S.S. 48.021 Acknowledgement

I certify that the information provided in this application is true and correct. I am a permanent resident of the State of Florida. I am at least 18 years of age. I do not have any mental or legal disability.

_____/_____/_____
Date

Signature

Before me personally appeared (*Please Print*) _____, who under oath states that he/she has read and fully understands the foregoing provisions and that he/she will honestly, diligently, and faithfully exercise the duties of the office of Special Process Server.

State of Florida, Duval County

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20_____.

Signature of Notary Public

My commission expires: ____/____/____

Notary Stamp: