

**Guidelines for forwarding and serving Florida process to counties
without Circuit or Sheriff appointment programs
[does not apply to Civil Subpoenas]**

Service of original process in the state.

Rule 1.070 - PROCESS

(b) Service; By Whom Made. Service of process may be made by an officer authorized by law to serve process, but the court may appoint any competent person not interested in the action to serve the process. When so appointed, the person serving process must make proof of service by affidavit promptly and in any event within the time during which the person served must respond to the process.

The following Counties currently do not have a private process server appointment program. When serving Summons, Writs, Orders, or Criminal Witness Subpoenas: in order to comply with the Florida Rules of Civil Procedure and/or Chapter 48, the process server will need to be appointed via a Motion & Order. The Motion & Order is to be filed in the county/jurisdiction where the case is filed (not the county where the service of process is taking place).

Service of Summons, Writs, Orders, or Criminal Witness Subpoenas is NOT PERMITTED without a Motion & Order in the following counties:

Alachua, Baker, Bradford, Calhoun, Clay, Gilchrist, Holmes, Levy, Putnam, Union, Volusia, Washington