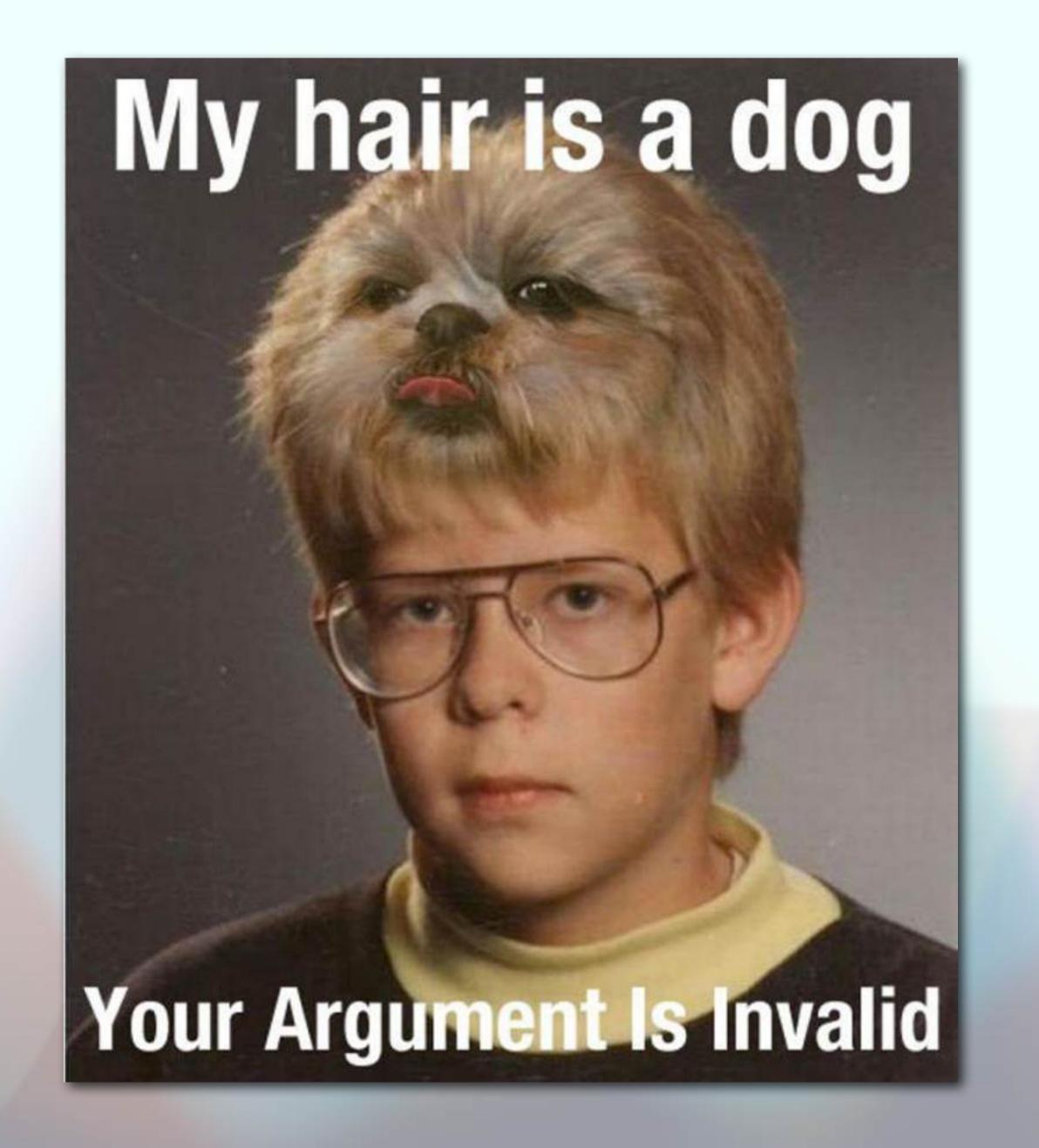
The Importance of Proper Service of Process



Presented By: Konstantin "Kevin" Fedotov

All Service is Deemed Valid....



About Me







Career Experience

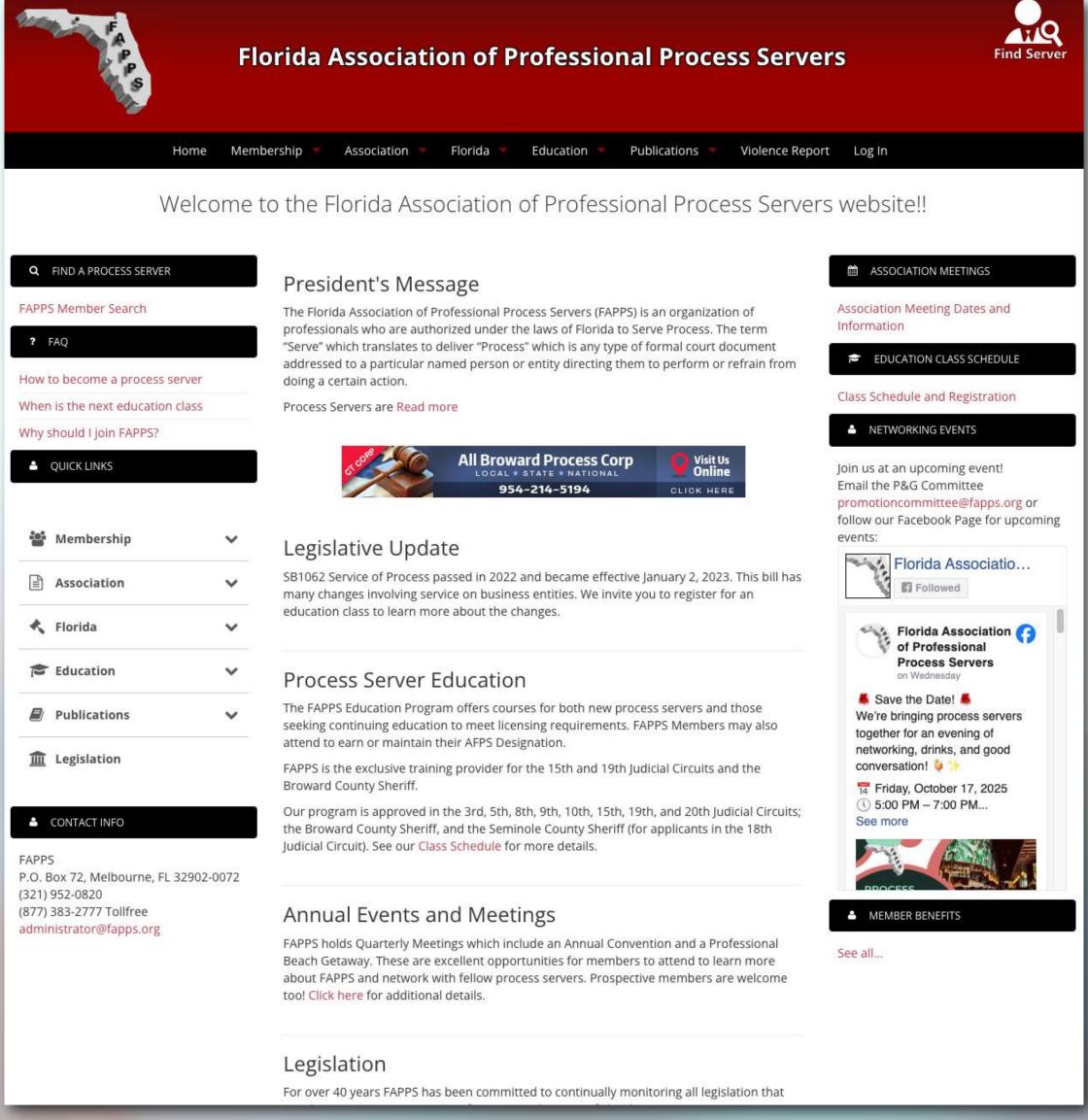
2012 - GRADUATED WITH MBA

2013 - STARTED MY 1ST PROCESS SERVING BUSINESS

F.A.P.P.S. BOARD OF DIRECTORS

F.A.P.P.S. CO-CHAIR OF EDUCATION & P&G COMMITTEES

Florida Association of Professional Process Servers

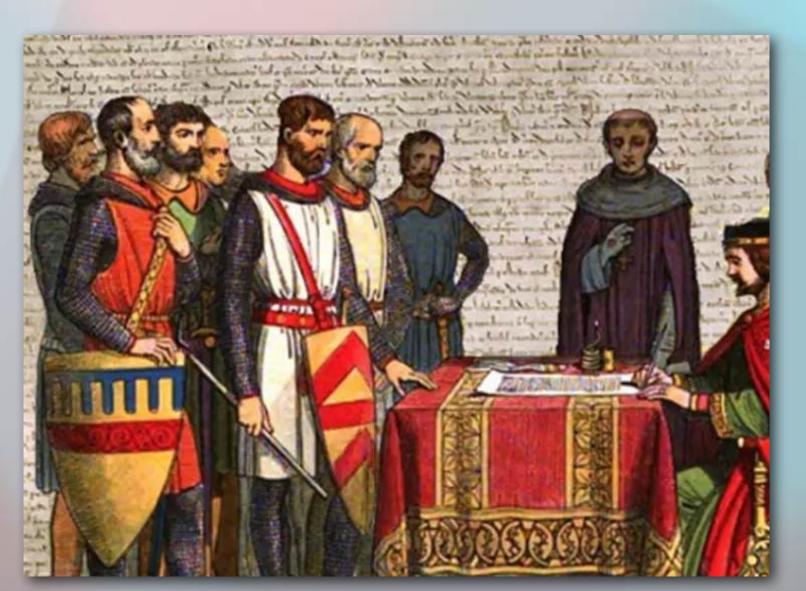


www.fapps.org

The History of Service of Process

Created in 1215 due to King John's unfair taxation and the siege of London, the Magna Carta has now influenced other human rights documents and the United States Constitution.

Magna Carta, or "The Great Charter," is the first document outlining individual rights and establishes that everyone is subject to laws, even ruling parties such as a king. **Most notably, the right to a fair trial (due process)** is first mentioned on its parchment. Process servers are necessary for a fair trial. First and foremost, those involved in a legal proceeding must be aware of their involvement for there to be a lawful trial.



What Governs Service of Process in Florida?

- ★ 48.011 PROCESS; HOW DIRECTED.
- ★ 48.021 PROCESS; BY WHOM SERVED.
- ★ 48.031 SERVICE OF PROCESS GENERALLY.
- ★ 48.041 SERVICE ON MINOR.
- **★** 48.042 SERVICE ON INCOMPETENT.
 - 48.051 SERVICE ON STATE PRISONERS.
 - 48.061 SERVICE ON PARTNERSHIPS AND LIMITED PARTNERSHIPS.
- * 48.062 SERVICE ON A LIMITED LIABILITY COMPANY.
 - 48.071 SERVICE ON AGENTS OF NONRESIDENTS DOING BUSINESS.
- ***48.081 SERVICE ON CORPORATION.**
- *****48.091 CORPORATIONS; DESIGNATION OF R.A. AND REGISTERED OFFICE.
- * 48.092 SERVICE ON FINANCIAL INSTITUTIONS.
- ★ 48.101 SERVICE ON DISSOLVED CORPORATIONS.
 - 48.102 SERVICE BY OTHER MEANS.
 - 48.111 SERVICE ON PUBLIC AGENCIES AND OFFICERS.
 - 48.121 SERVICE ON THE STATE.
 - 48.131 SERVICE ON ALIEN PROPERTY CUSTODIAN.
 - 48.141 SERVICE ON LABOR UNIONS.
 - 48.151 SERVICE ON STATUTORY AGENTS FOR CERTAIN PERSONS.
 - 48.161 METHOD OF SUBSTITUTED SERVICE ON NONRESIDENT.

- 48.171 SERVICE ON NONRESIDENT MOTOR VEHICLE OWNERS, ETC.
- * 48.181 SERVICE ON NONRESIDENT ENGAGING IN BUSINESS IN STATE.
- * 48.183 SERVICE OF PROCESS IN ACTION FOR POSSESSION OF PREMISES.
 - 48.184 SERVICE OF PROCESS FOR REMOVAL OF UNKNOWN PARTIES.
 - 48.19 SERVICE ON NONRESIDENTS OPERATING AIRCRAFT OR WATERCRAFT.
 - 48.193 ACTS SUBJECTING PERSON TO JURISDICTION OF COURTS OF STATE.
- * 48.194 PERSONAL SERVICE OUTSIDE STATE.
 - 48.195 SERVICE OF FOREIGN PROCESS.
 - 48.196 FLORIDA INTERNATIONAL COMMERCIAL ARBITRATION ACT.
 - 48.197 SERVICE IN A FOREIGN COUNTRY.
- **48.20 SERVICE OF PROCESS ON SUNDAY.**
 - 48.21 RETURN OF EXECUTION OF PROCESS.
 - 48.22 CUMULATIVE TO OTHER LAWS.
 - 48.23 LIS PENDENS.
 - 48.25 SHORT TITLE.
 - 48.27 CERTIFIED PROCESS SERVERS.
 - 48.29 CERTIFICATION OF PROCESS SERVERS.
 - 48.31 REMOVAL OF CERTIFIED PROCESS SERVERS; FALSE RETURN OF SERVICE.

Adoption of Chapter 48 Florida State Statutes



48.011 Process; how directed

Summons, subpoenas, and other process in civil actions run throughout the state. All process except subpoenas shall be directed to all and singular the sheriffs of the state.

Who can serve Process?

48.021 Process; by whom served.—

(1) All process shall be served by the sheriff of the county where the person to be served is found, except nonenforceable civil process, criminal witness subpoenas, and criminal summonses may be served by a special process server appointed by the sheriff as provided in this section or by a certified process server as provided in s. 48.27. Civil witness subpoenas shall be served by any person authorized by rules of civil procedure.

Types of Process Servers in Florida

The Local Sheriff

- Generally Criminal

Certified Process Servers

- Licensed through the Courts
- Can serve anywhere in the Circuit

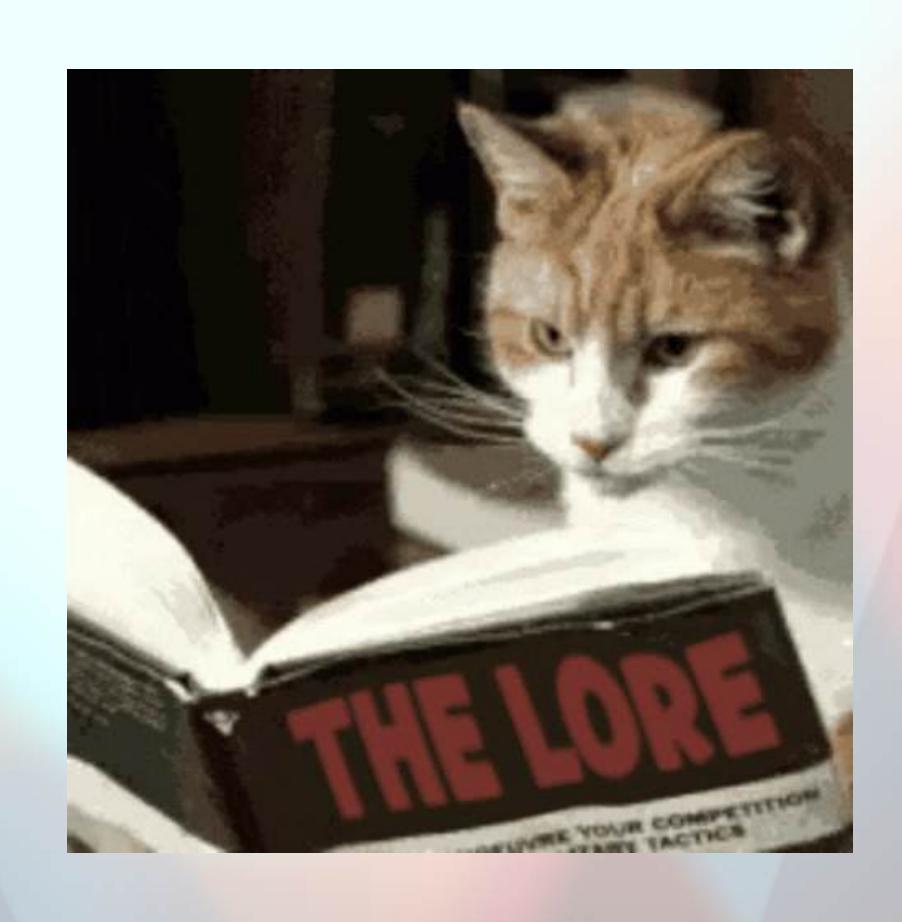
Special Process Servers

- Licensed through the Sheriff
- Can only serve in the County

Motion & Order Process Servers

- Must be appointed on every case

Florida Process Server Education Requirements



Circuit Programs:

New Process Server: 16 Hour Class Renewing Process Server: 4 Hour Class

Sheriff Appointed:

Varies on a County by County basis

Motion and Order:

No education program

Florida Process Server Appointment By County

COUNTY
Alachua
Baker
Bay
Bradford
Brevard
Broward
Charlotte
Citrus
Clay
Collier
Columbia
Desoto
Dixie
Duval
Escambia
Flagler
Franklin
Gadsden
Gilchrist
Glades Gulf
Hamilton
Hardee
Hendry
Hernanco
Highlands
Hillsborough
Holmes
Indian River
Jackson
Jefferson
Lafayette

Lake

APPOINTMENT Motion & Order Motion & Order Sheriff Motion & Order Certified Sheriff Motion & Order Certified Certified Motion & Order Certified Certified Certified Certified Sheriff Certified Motion & Order Certified/Sheriff Certified/Sheriff Motion & Order Certified Sheriff Certified Certified Certified Certified Certified

Certified

Certified

Certified

Certified

Sheriff

Motion & Order

Certified/Sheriff

COUNTY Lee Leon Levy Liberty Madison Manatee Marion Martin Miami-Dade Monroe Nassau Okaloosa Okeechobee Orange Osceola Palm Beach Pasco Pinellas Polk Putnam Santa Rosa Sarasota Seminole St. Johns St. Lucie Sumter Suwanee Taylor Union Volusia Wakulla Walton

Washington

<u>APPOINTMENT</u> Certified Certified & Sheriff Motion & Order Certified Certified Certified Certified Certified Certified Sheriff Motion & Order Certified Certified Certified Certified Certified Sheriff Sheriff Certified Motion & Order Certified Certified Certified Sheriff Certified Certified Certified Certified Motion & Order Motion & Order Certified & Sheriff Certified

Motion & Order

Types of Process Servers <u>Nationwide</u>

- ★ Circuit/Sheriff
- * Motion and Order
- * 18 Living & Breathing



(1) Except as otherwise provided herein, service of process on a party in another state, territory, or commonwealth of the United States must be made in the same manner as service within this state by any person authorized to serve process in the state where service shall be made. No order of court is required. A return-of-service form described in s. 48.21, or any other competent evidence, must be filed with the court stating the time, manner, and place of service. The court may consider such evidence in determining whether service has been properly made.

Types of Process Servers Nationwide (continued)

Service of original process forwarded to another state.

Process shall be made in the same manner as service within this state by any person authorized to serve process in the state where the person is served. No order of court is required. See 48.194

Florida process IS PERMITTED by rule to be served by private process servers in the following states:

Alabama, Arizona, California, Colorado, District of Columbia, Idaho, Illinois, Indiana, Iowa, Maryland, Michigan, Minnesota, Mississippi, Montana, Nevada, New Hampshire, New Jersey, New Mexico, New York*, North Dakota, Oregon, Pennsylvania (Oniv Philadelphia County), Rhode Island, South Carolina, Texas, Utah, Washington, West Virginia, Wisconsin, Wyoming. *New York see Ruffin v Lion Corp. 2010 NY Slip Op 08767:

Service may be made outside the state but within the United States by a person authorized to serve process under the law of the state where such service is made.

Florida process is NOT PERMITTED by rule for private process servers in the following states, unless appointed by court order from the forwarding state or in some cases the sheriff.

Alaska, Arkansas, Connecticut, Delaware, Georgia, Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, Missouri, Nebraska, North Carolina, Ohio, Oklahoma, Pennsylvania (except Philadelphia County), South Dakota, Tennessee, Vermont, Virginia.

48.21 Return of execution of process.

(1) Each person who effects service of process shall note on a return-of-service form attached thereto the date and time when it comes to hand, the date and time when it is served, the manner of service, the name of the person on whom it was served, and, if the person is served in a representative capacity, the position occupied by the person. The return-of-service form must list all pleadings and documents served and be signed by the person who effects the service of process. However, a person who is authorized under this chapter to serve process and who effects such service of process may sign the return-of-service form using an electronic signature.

(2) A failure to state the facts or to include the signature required by subsection (1) invalidates the service, but the return is amendable to state the facts or to include the signature at any time on application to the court from which the process issued. On amendment, service is as effective as if the return had originally stated the omitted facts or included the signature. A failure to state all the facts in or to include the signature on the return shall subject the person effecting service to a fine not exceeding \$10, in the court's discretion.

48.21 Return of execution of process. (Continued)

Proof of Service

Affidavit of Service

VS

Return of Service

48.031 Service of process generally; service of witness

(1)(a) Service of original process is made by delivering a copy of it to the person to be served with a copy of the complaint, petition, or other initial pleading or paper

or by leaving the copies at his or her usual place of abode with any person residing therein who is 15 years of age or older and informing the person of their contents.

Case Law - Explaining Documents

Full title: CLARA LANE JOHNSTON, APPELLANT, v. ROSE HALLIDAY AND CHARLES HALLIDAY

Court: District Court of Appeal of Florida, Third District

Date published: Dec 8, 1987

Holding that a return of service merely stating that substituted service was effected on the defendant's son who was "of suitable age and discretion" was insufficient absent facts establishing that the process server complied with specific requirements for substituted service.

"I'm not signing anything!"

(5) A person serving process shall place, on the first page only of at least one of the processes served, the date and time of service, his or her initials or signature, and, if applicable, his or her identification

number....



Case Law - Endorsing Writs

Full title: Scott A. Nirk, Appellant, v. Bank Of America, N.A....

Court: District Court of Appeal of Florida, Fourth District.

Date published: Aug 8, 2012

Holding that section 48.031, Florida Statutes required the information to appear on the copy of the summons.

Who else can be served?

48.031(2)(a) Substituted service on the spouse of the person to be served may be made at any place in a county by an individual authorized under s. 48.021 or s. 48.27 to serve process in that county, if the cause of action is not an adversarial proceeding between the spouse and the person to be served, if the spouse requests such service or the spouse is also a party to the action, and if the spouse and person to be served reside together in the same dwelling, regardless of whether such dwelling is located in the county where substituted service is made.

48.041 Service on minor.

(1) Process against a minor who has never been married shall be served: (a) By serving a parent or guardian of the minor as provided for in s. 48.031 or, when there is a legal guardian appointed for the minor, by serving the guardian as provided for in s. 48.031. (b) By serving the guardian ad litem or other person...

48.042 Service on incompetent.

(1) Process against an incompetent shall be served: (a) By serving two copies of the process to the person who has care or custody of the incompetent or, when there is a legal guardian appointed for the incompetent, by serving the guardian as provided in s. 48.031. (b) By serving the guardian ad litem or other person, if one is appointed by the court to represent the incompetent.

48.051 Service on state prisoners.

Process against a state prisoner shall be served on the prisoner.

So the attorney said "just post it".

POSTING OF DOCUMENTS IS ONLY STATUTORILY ALLOWED FOR:

- Criminal Witness Subpoenas (48.031b)
- •5 Day Evictions (Named Parties) (48.183)
 - •5 Day Evictions (Unknowns) (48.184)
- Landlord Tenant Notices/Demand Letters

48.031 Service of process generally; service of witness subpoenas —(3)(b)

A <u>criminal witness</u> subpoena commanding the witness to appear for a court appearance may be posted by a person authorized to serve process at the witness's residence if three attempts to serve the subpoena, made at different times of the day or night on different dates, have failed. A criminal witness subpoena commanding the witness to appear for a deposition may be posted by a person authorized to serve process at the witness's residence if one attempt to serve the subpoena has failed. The subpoena must be posted at least 5 days before the date of the witness's required appearance.

48.183 Service of process in action for possession of premises

- (1) In an action for possession of any residential premises, including those under chapters 83, 723, and 513, or nonresidential premises, if the tenant cannot be found in the county or there is no person 15 years of age or older residing at the tenant's usual place of abode in the county after at least two attempts to obtain service as provided above in this subsection, summons may be served by attaching a copy to a conspicuous place on the property described in the complaint or summons. The minimum time delay between the two attempts to obtain service shall be 6 hours. Nothing herein shall be construed as prohibiting service of process on a tenant as is otherwise provided on defendants in civil cases.
- (2) If a landlord causes or anticipates causing a defendant to be served with a summons and complaint solely by attaching them to some conspicuous place on the property described in the complaint or summons, the landlord shall provide the clerk of the court with an additional copy of the complaint and a prestamped envelope addressed to the defendant at the premises involved in the proceeding. The clerk of the court shall immediately mail the copy of the summons and complaint by first-class mail, note the fact of mailing in the docket, and file a certificate in the court file of the fact and date of mailing. Service shall be effective on the date of posting or mailing, whichever occurs later, and at least 5 days must elapse from the date of service before a judgment for final removal of the defendant may be entered.

48.184 Service of process for removal of unknown parties in possession

- (2) A summons must be issued in the name of "Unknown Party or Parties in Possession" when the name of an occupant or occupants of real property is not known to the plaintiff and the property may be or is known to be occupied by an unknown party.
- (3) The plaintiff shall attempt to serve the summons on any unknown occupant of the property described in the summons and complaint. If service on the unknown occupant or occupants is not effectuated on the first attempt, at least two additional attempts must be made. The three attempts to obtain service must be made once during business hours, once during nonbusiness hours, and once during a weekend...
 - (4) Service of process must also be made on unknown occupants by both of the following means: (a) By attaching a copy of the summons and complaint to a conspicuous location on the premises involved in the proceedings.
- (5) Service is effective on the unknown occupant or occupants in possession on the later of the date that personal service is made, the date of attaching the summons and complaint to a conspicuous location on the premises, or upon mailing by the clerk.

- 148.091 Partnerships, corporations, and limited liability companies; designation of registered agent and registered office.
- (2) Every domestic limited liability partnership; domestic limited partnership, including limited liability limited partnerships; domestic corporation; domestic limited liability company; registered foreign limited liability partnership; registered foreign limited partnership, including limited liability limited partnerships; registered foreign corporation; and registered foreign limited liability company shall designate a registered agent and registered office in accordance with chapter 605, chapter 607, chapter 617, or chapter 620, as applicable.

48.091 Partnerships, corporations, and limited liability companies; designation of registered agent and registered office (continued)....

(3) Every domestic limited liability partnership.....that elects to designate a registered agent, shall cause the designated registered agent to keep the designated registered office open from at least 10 a.m. to 12 noon and 2 p.m. to 4 p.m. each day except Saturdays, Sundays, and legal holidays, and shall cause the designated registered agent to keep one or more individuals who are, or are representatives of, the designated registered agent on whom process may be served at the office during these

STARTING OCT 1, 2025

48.091 Partnerships, corporations, and limited liability companies; designation of registered agent and registered office (continued)....

(4)(a) A registered agent who is a natural person may be served with process in accordance with s. 48.031. (b) A person attempting to serve process at the registered office designated pursuant to subsection (2) on a registered agent who is a natural person, if such natural person is not present at the designated registered office at the time of service, may serve the process, including during the first attempt at service, on any employee of such natural person who is present at the designated registered office at the time of service. (c) A person attempting to serve process at the registered office designated pursuant to subsection (2) on a registered agent that is other than a natural person may serve the process in accordance with the provisions of applicable law relating to service of process on that type of entity or on any employee of the registered agent who is present at the designated registered office at the time of service.

48.062 Service on a domestic limited liability company or registered foreign limited liability company.

- 2) A domestic limited liability company or registered foreign limited liability company may be served with process required or authorized by law by service on its registered agent designated by the domestic limited liability company or registered foreign limited liability company under chapter 605. (3) If service cannot be made on a registered agent of the domestic limited liability company or registered foreign limited liability company becausethe process may be served on any of the following:
 - (a) Any manager of a manager-managed domestic limited liability company or registered foreign limited liability company.
 - (b) Any member of a member-managed domestic limited liability company or registered foreign limited liability company.
 - (c) Any person listed publicly by the domestic limited liability company or registered foreign limited liability company on its latest annual report, as most recently amended.

48.081 Service on a domestic corporation or registered foreign corporation

- (2) A domestic corporation or registered foreign corporation may be served with process required or authorized by law by service on its registered agent designated by the corporation under chapter 607 or chapter 617, as applicable.
- (3) If service cannot be made on a registered agent of the domestic corporation or registered foreign corporation because the domestic corporation or registered foreign corporation ceases to have a registered agent, or if the registered agent of the domestic corporation or registered foreign corporation cannot otherwise be served after one good faith attempt because of a failure to comply with this chapter, chapter 607, or chapter 617, as applicable, the process may be served on either of the following:
- (a) The chair of the board of directors, the president, any vice president, the secretary, or the treasurer of the domestic corporation or registered foreign corporation.
 - (b) Any person listed publicly by the domestic corporation or registered foreign corporation on its latest annual report, as most recently amended.

48.092 Service on financial institutions

- 655.0201 Service of process, notice, levy, or demand on financial institutions.— (1) Notwithstanding any other Florida law, this section establishes the proper location for service of process upon a financial institution for all types of service of process to be made on a financial institution.
- (2) A financial institution authorized by federal or state law to transact business in this state may designate with the Department of State a place or registered agent located within the state as the financial institution's sole location or agent for service of process, notice, levy, or demand. Any such place or registered agent so designated must be open and available for service of process during regular business hours on regular business days, which, at a minimum, is any time between the hours of 9 a.m. and 5 p.m. local time, on Mondays through Fridays, excluding federal and Florida holidays. After a financial institution designates a place or registered agent within this state, such place or registered agent is the sole location for service of process, including service for actions related to garnishment, levy, injunctions, lawsuits, and the attachment of safety deposit boxes, in accordance with chapters 60, 76, and 77, and the Florida Rules of Civil Procedure.
 - (3)(a) If a financial institution has no registered agent or service cannot be made in accordance with subsection (2), service may be made to any officer, director, or business agent of the financial institution at its principal place of business or at any other branch, office, or place of business in the state.

48.092 Service on financial institutions (example)



48.102 Service by other means

If, after due diligence, a party seeking to effectuate service is unable to effectuate personal service of process on a domestic or foreign corporation; a domestic or foreign general partnership, including a limited liability partnership; a domestic or foreign limited partnership, including a limited liability limited partnership; or a domestic or foreign limited liability company, the court, upon motion and a showing of such inability, may authorize service in any other manner that the party seeking to effectuate service shows will be reasonably effective to give the entity on which service is sought to be effectuated actual notice of the suit. Such other manners of service may include service electronically by e-mail or other technology by any person authorized to serve process in accordance with this chapter, or by an attorney. The court may authorize other methods of service consistent with the principles of due process. In suits involving a breach of contract, the court may consider authorizing the parties to effectuate service in the manner provided for in the contractual notice provision of the subject contract.

What can't we do?

- Lie
- Dress Up Or Conceal Identity
- Mislead Defendants Into Accepting Service
- Trespass (No Immunity for Process servers)
- Look Inside The House
- Mailbox (Federal Property)
- Post The Papers (Unless Specific Statute)
- Ring Doorbell Service
- Serve On Sunday

48.20 Service of process on Sunday

Service or execution on Sunday of any writ, process, warrant, order, or judgment is void and the person serving or executing, or causing it to be served or executed, is liable to the party aggrieved for damages for so doing as if he or she had done it without any process, writ, warrant, order, or judgment good reason to believe that any person liable to have any such writ, process, warrant, order, or judgment served on him or her intends to escape from this state under protection of Sunday, any officer furnished with an order authorizing service or execution by the trial court judge may serve or execute such writ, process, warrant, order, or judgment on Sunday, and it is as valid as if it had been done on any other day.

Message From FAPPS In Re: "Electronic/Portal Service"

Don't Be Fooled: Portals & E-Service Are NOT Valid in Florida

In light of recent developments—such as the Bank of America portal for subpoena processing and the announcement of Wolters Kluwer's collaboration with ABC Legal Services to digitize service of process—there's been a noticeable uptick in conversation about changes in our industry.

Let's be clear: there have been no changes to how legal process may be served in the State of Florida, aside from some updates effective October 1st, which relate specifically to registered agents and the hours during which they must be available for service.

- Electronic service? Not permitted.
- Portal submission? Not valid under Florida law.
- Unlicensed or unauthorized individuals serving process? Improper.

No method of service outside what is outlined in the Florida Statutes or Florida Rules of Civil Procedure is acceptable. For example, the creation of a new method of document receipt by an entity like CT Corporation does not override Florida law or change service requirements.

What can we really do?

- Confirm Identity/Co-Residence & Leave The Documents
- Skip Trace
- Calls
- Wait Time
- Missed Delivery Notices
- Affidavit Of Diligent Search/Due Diligence
- Service Via Alternative Methods



Drop It And Wait?

So the attorney said "just drop serve him".

Under Florida case law, there are very limited circumstances where a process server may leave the papers (summons and complaint) at a place where he or she knows the defendant will be able to retrieve them easily (this is known as "drop service").

Case Law - Avoiding Service

Full title: RUSSELL R. HANEY, APPELLANT, v. OLIN CORPORATION

Court: District Court of Appeal of Florida, Fourth District

Date published: Mar 8, 1971

Holding that, where deputy sheriff observed husband standing in doorway and wife fled back to the home's front door yelling "no" and closed the door after sheriff identified himself as present to serve process, deputy sheriff's actions of identifying himself in a loud voice, announcing he had copies of summons, reading them loudly outside the door, and announcing he was leaving them on the doorstep was sufficient delivery of papers to effect valid service of process

Tips For Success

- Serving an Entity Check Sunbiz
- Check Documents (IssuedSummons w/ Complaint)
- Combine Documents Into 1 pdf
- File Size
- Include Reference Number
- Routine/RUSH/Special Instructions
- Family Law opposing parties reside together?
- Foreclosure/Landlord Law gate codes?
- Expectations (Communication is Key)

Questions?



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