

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

ADMINISTRATIVE ORDER NO. 2.702 - *11/25

IN RE: RETURN OF SERVICE FORM

Florida Statute section 48.27 allows the Chief Judge to establish an approved list of individuals designated as certified process servers, and these persons are authorized to serve initial nonenforceable civil process within the circuit. Florida Statute section 48.29(6)(b), provides that "return of service shall be made by a certified process server on a form which has been reviewed and approved by the court".

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

1. Certified process servers shall utilize and complete a form captioned "RETURN OF SERVICE", containing the following information:
 - a. The court, the case number and the caption of the case;
 - b. The date and time when process was received by the certified process server;
 - c. The date and time when process was executed;
 - d. A description narrative of the specific manner of execution (**section of statute, if applicable**);
 - e. The name of the person on whom process was executed;
 - f. If a person was served in a representative capacity, the position occupied by the person;
 - g. The signature of the certified process server;
 - h. The printed name and identification number of the certified process server;
and
 - i. A statement that the person serving process is a certified process server, in good standing, in the judicial circuit in which the process was served.

2. A return of service form which contains additional information than required by part "A" above, shall not be invalidated on that basis.
3. **Verification of the Return of Service shall be accomplished by either of the methods prescribed in section 92.525, Florida Statutes: a) an oath before a notary that, by personal knowledge, the facts and matters contained within the Verified Return of Service are true and correct; or b) a signed declaration containing the following language "Under penalty of perjury, I declare that I have read the foregoing Verified Return of Service and that the facts stated in it are true."**

DONE and SIGNED in Chambers at West Palm Beach, Palm Beach County, Florida, this 14th day of November, 2025.



Glenn D. Kelley
Chief Judge

*supersedes admin. order 2.702 – 9/08

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

Case Number: _____
Plaintiff/Petitioner _____
v. _____

Documents to be Served: _____
Defendant/Respondent _____

VERIFIED RETURN OF SERVICE

I received the process on the _____ day of _____, 20____ at ____:____ o'clock ____m.

I served the process on the _____ day of _____, 20____ at ____:____ o'clock ____m. at the following location

_____ and served _____ in the following manner:
Address/ City/County and State _____ Name of Person Served _____

_____**INDIVIDUAL SERVICE** - Fla. Stat. §48.031(1)(a) - By delivering to the person named above a true copy of the process, with the date and hour of service endorsed thereon by me, along with a copy of the complaint, petition, or other initial court document.

_____**SUBSTITUTE SERVICE** - By leaving a true copy of the process, with the date and hour of service endorsed thereon by me, along with a copy of the complaint, petition, or other initial pleading or court document, to the person named above as the:

- _____ Co-Resident at the usual place of abode who is 15 years of age or older - Fla. Stat. §48.031(1)(a)
- _____ Spouse as long as within county, spouse live together and spouse agrees to be served - Fla. Stat. §48.031(2)(a)
- _____ Person in Charge - Fla. Stat. §48.031(2)(b) _____ (list position per AO 2.702)
- _____ Partner of a partnership - Fla. Stat. §48.061(1)
- _____ Person in Charge at Private Mailbox - Fla. Stat. §48.031(6)

_____**CORPORATE SERVICE** - By delivering a true copy of this process, with the date and hour of service endorsed thereon by me, along with a copy of the complaint, petition, or other initial pleading or court document to the person named above as the:

- _____ Highest Ranking Officer - Fla. Stat. §48.081(5) _____ (list position per AO 2.702)
- _____ Registered Agent of the within named corporation or employee of Registered Agent - Fla. Stat. §48.081(3)(a) and §48.091
- _____ Employee of the within named corporation at said corporation's place of business because service could not be made on the registered agent for failure to comply with F.S. 48.091. _____ (list position per AO 2.702)

_____**POSTED SERVICE** (Landlord-Tenant Only) - By attaching a true copy of this process with the date and hour of service endorsed thereon by me, together with a copy of the complaint of petition, to a conspicuous place on the property described within after making two (2) attempts not less than six (6) hours apart in that the tenant could not be found and there was no person residing therein, fifteen (15) years of age or older upon whom service could be made.

First Attempt: _____ Second Attempt: _____
Date and Time _____ Date and Time _____

Pursuant to 15th Judicial Circuit Admin. Order 2.702, the following is a descriptive narrative (comments) of the manner of execution and section of statute if applicable:

I informed the party of the contents of the documents being served. YES - NO (circle one)

Military Status _____ Marital Status _____

Under penalties of perjury, I swear or affirm, pursuant to Fla. Stat. § 92.525 that I have read the foregoing and the facts stated there are true. I am over the age of 18, have no interest in the above action, and am a Certified Process Server in good standing in the county in which service was made.

Printed Name of Certified Process Server _____

CPS or Other Number & county/state of license _____

Date _____

Signature of Certified Process Server _____

For: Name of Attorney or Pro Se Litigant _____