

1. Name of Process Server – Use first name, middle initial and last name.
2. Firm Name
3. Tax Identification Number - Supply tax identification number of Process Server or Firm. If you do not have a tax identification number, please enter your social security number. **NOTE:** Payment cannot be processed without this information.
4. Court-Appointed Attorney – Use first name, middle initial and last name.
5. Florida Bar Number – Supply bar number of the Court-Appointed Attorney assigned to the case.
6. Attorney Requesting Process Server – Insert name of attorney if other than Court-Appointed Attorney. Use first name, middle initial and last name.
7. Invoice Number – Invoice tracking number generated by reporting firm.
8. Case Number - Provide court issued case number for which the Process Server was needed.
9. Case Caption – Give style of the case, i.e., “State of Florida vs. John Brown” or “In the Interest of J.B.” in Dependency cases using only the first and last initials.
10. County & Circuit – Provide both the county and circuit of court.
11. Total Invoice Amount - Provide the total amount billed for this invoice.
12. Invoice Information – Use either section A or section B. If you are using this form in lieu of an invoice, complete part A only. If you are using this form as a voucher cover only, complete part B only.
 - A. Subpoena Service Information – Provide the date of service. Supply the number of subpoenas served along with the cost per subpoena and the total. Provide the name of each Individual Served, using first name, middle initial and last name.
 - B. Invoice Attached - If you are using this document only as a voucher cover, not as an invoice, then check the “Invoice Attached” box and attach your invoice. The invoice must contain all of the information requested in part A. If you are using this document as both a voucher cover and invoice, then leave this box blank.
13. Certification Paragraph – Signing this document affirms understanding of and agreement to this.
14. Process Server Signature – Sign, in blue ink, on the line provided. **NOTE:** The signature must be original.
15. Date – Include date certifying invoice.
16. Process Server Printed Name - Use first name, middle initial and last name.
17. Phone Number – Provide phone number where Process Server can be reached.
18. Attorney Certification Paragraph – Signing this document affirms understanding of and agreement to this.
19. Court-Appointed Attorney Signature -The Court-Appointed Attorney should sign, in blue ink, on the line provided. **NOTE:** The signature must be original.
20. Date - Include date certifying invoice.
21. Court-Appointed Attorney Printed Name - Use first name, middle initial and last name.
22. Bar Number – Provide the bar number of the Court-Appointed Attorney.
23. Phone Number – Provide phone number where attorney can be reached.

All services are subject to audit and the Justice Administrative Commission reserves the right to offset an over-billing against subsequent payment requests.