

**Pro Se  
Process Server Certification  
Invoice/Voucher Cover**

Name of Process Server \_\_\_\_\_

Firm Name \_\_\_\_\_

Vendor Tax ID Number \_\_\_\_\_

Court Order Authorizing:  Attached

Invoice Number \_\_\_\_\_

Case Number \_\_\_\_\_

Case Caption \_\_\_\_\_

County & Circuit \_\_\_\_\_

Judge Name \_\_\_\_\_

|                                 |   |
|---------------------------------|---|
| <b>Total Invoice<br/>Amount</b> | \$ <input style="width: 100px;" type="text"/> |
|---------------------------------|---|

|   |   |
|---|---|
| <b>INVOICE INFORMATION:</b>                             |   |
| <b>A. Subpoena Service Information</b>                  |   |
| Number Served <input style="width: 50px;" type="text"/> | Cost per Subpoena <input style="width: 50px;" type="text"/> |
| Names of Individuals Served: _____                      | Service Date _____  |
|   | Total \$ <input style="width: 50px;" type="text"/>          |
| <b>-OR-</b>   |   |
| <b>B. <input type="checkbox"/> Invoice Attached</b>     |   |

**Process Server Certification**

I certify that I was authorized to perform all services applicable to this invoice; that the amounts reflected on the invoice are true and accurate charges; and that the work in connection herewith was actually performed.

\_\_\_\_\_  
Process Server Signature (Blue Ink)                      Date

\_\_\_\_\_  
Process Server Printed Name

\_\_\_\_\_  
Phone Number

**Pro Se Certification**

I certify that the costs and services reflected on this invoice were satisfactorily performed, were necessary for the above referenced case, the amount due is accurate, transactions were in accordance with the Florida statutes and all applicable laws and rules of the State of Florida, and that payment is appropriate.

\_\_\_\_\_  
Pro Se Signature (Blue Ink)                      Date

\_\_\_\_\_  
Pro Se Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

JAC Date Stamp

**IMPORTANT: Original Signatures required, JAC will not accept copies or facsimiles of this form.  
Rates set by the local Indigent Services Committee for due process services must be applied.**