

Pro Se

1. Name of Process Server – Use first name, middle initial and last name.
2. Firm Name
3. Vendor Tax Identification Number - Supply Tax ID 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 Order Authorizing – Check box indicating court order authorizing the expenditure is attached.
5. Invoice Number – Invoice tracking number generated by reporting firm.
6. Case number
7. 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.
8. County & Circuit – Provide both the county and circuit of court.
9. Judge Name – Provide the name of the Judge presiding over the case.
10. Total Invoice Amount - Provide the total amount billed for this invoice.
11. 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 “See Attached Invoice” 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.
12. Process Server Certification Paragraph – Signing this document affirms understanding of and agreement to this.
13. Process Server Signature – Sign, in blue ink, on the line provided. **NOTE:** The signature must be original.
14. Date – Include date certifying invoice.
15. Process Server Printed Name - Use first name, middle initial and last name.
16. Phone Number – Provide phone number where Process Server can be reached.
17. Pro Se Certification Paragraph – Signing this document affirms understanding of and agreement to this.
18. Pro Se Signature -The attorney should sign, in blue ink, on the line provided. **NOTE:** The signature must be original.
19. Date - Include date certifying invoice.
20. Pro Se Printed Name - Use first name, middle initial and last name.
21. Address – Provide the address of the pro se defendant.
22. Phone Number – Provide phone number where they can be reached