

Out of State Process

The following items are required by Florida Statute 30 Out of State Process Chapter 48 to serve

- Original Document to Serve is considered one (1) the following:
 - Document must be signed and recorded with the Court
 - Document can be a certified copy with a colored or raised seal by the Court
 - Document can be accompanied by a notarized attorney affidavit
 - Document must state electronically filed by/with the Court
- Copy of the Original Served document per person per service
- Attachments to be included can be one (1) of the following:
 - Petition
 - Complaint
 - Statement of Claim
 - Other documents required by State of Issuance

The attachment is so the individual knows why they are being taken to Court
- If your State requires and In-State service affidavit, include with the serve packet
- Each address provided must be valid and within Hillsborough County jurisdiction
 - This can be checked with the Hillsborough County Property Appraiser
 - If there are multiple addresses, provide on a separate document
- The \$70.00 (*per person per service*) fee can be paid by the following:
 - Cash (in person)
 - Money Order
 - Cashier's Check
 - Government Check
 - Attorney Law Firm Check
- Self addressed, stamped envelop for return of service
- Your contact information

In-State Process

Florida Statute 30

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 - Document must be signed and recorded with the Court
 - Document can be a certified copy with a colored or raised seal by the Court
 - Document can be accompanied by a notarized attorney affidavit
 - Document must state electronically filed by/with the Court
- Copy of the Original Serve document per person per service
- Attachments to be included can be one (1) of the following:
 - Petition
 - Complaint
 - Statement of Claim

The attachment is so the individual knows why they are being taken to Court
- Each address provided must be valid and within Hillsborough County jurisdiction
 - This can be checked with the Hillsborough County Property Appraiser
- The \$40.00 (*per person per service*) fee can be paid by the following:
 - Cash (in person)
 - Money Order
 - Cashier's Check
 - Government Check
 - Attorney Law Firm Check
 - Credit/Debit Card

***** If you have an indigent, insolvency or fee waiver please provide a certified copy or original provided by the Clerks Office in which the documents were filed*****
- Self addressed, stamped envelop for return of service
- Your contact information