

**AMENDED ORDER GOVERNING CERTIFIED PROCESS SERVER PROGRAM,
NINTH JUDICIAL CIRCUIT**

Sections 48.25 through 48.31, Florida Statutes, the Florida Certified Process Server Act (“Process Server Act”), expressly vests in the chief judge the authority to establish an approved list of Certified Process Servers who have met the requirements for certification under the Process Server Act and the requirements set forth by the Ninth Judicial Circuit of Florida. Section 48.27, Florida Statutes, authorizes the chief judge to establish said list of Certified Process Servers as an alternative means for the service of initial non-enforceable civil process, criminal witness subpoenas, and criminal summonses.

Establishing an approved list of Certified Process Servers (“CPS”) for Orange and Osceola County serves the interest of justice and judicial economy, preserves judicial resources, assists the bar in discharging the duties and obligations to clients, and benefits the citizens of Orange and Osceola County. It is necessary to provide an administrative process for renewal, review, approval, certification and regulation of individuals meeting the necessary requirements to be certified as a process server empowered to serve process including initial non-enforceable civil process as provided by the Florida Statutes and this Administrative Order throughout the Ninth Judicial Circuit.

By the power vested in the chief judge under Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and rule 2.215 of the Florida Rules of General Practice and Judicial Administration, effective **immediately**, to continue until further order and superseding any provisions in prior Administrative Orders which may be inconsistent, it is **ORDERED** that the following standards, requirements and procedures shall be established for individuals to be eligible for inclusion on the approved list of Certified Process Servers for the Ninth Judicial Circuit.

I. PURPOSE:

The purpose of this Administrative Order is to establish a Program for the certification of process servers in the Ninth Judicial Circuit, for both Orange County and Osceola County, Florida, and to authorize them to serve process, as established by section 48.27, Florida Statutes, throughout the Ninth Judicial Circuit.

II. THE DESIGNEE:

A. The Designee shall supervise the operation of the Program, recommend certification or removal of process servers from the Certified Process Server List, review any

allegation of non-compliance and recommend disciplinary action relating to CPS, and perform such other responsibilities as assigned.

B. The Designee, subject to approval by the Chief Judge, may adopt rules and regulations to implement and carry out the provisions of the Act, this Administrative Order or any part thereof, or any subsequent administrative order relating to the certification of process servers in the Ninth Judicial Circuit.

C. The Designee shall maintain records and minutes of any meetings, hearings, and all other official actions.

D. The name and contact information to reach the Designee is:

Helene Welch
Court Operations Consultant
Phone: (407) 836-0471
Email: ctadhw1@ocnjcc.org

III. MAINTENANCE OF THE CERTIFIED PROCESS SERVER LIST:

The Designee shall maintain a Certified Process Server List (“CPSL”) of process servers meeting the requirements of the Act and this Administrative Order. The CPSL may be amended at any time. The Designee and both the Orange County Clerk of Court and the Osceola County Clerk of Court shall make the CPSL available on the Court and respective Clerk’s webpage and upon request.

IV. THE COMMITTEE:

A. The Chief Judge may appoint a group of natural persons to investigate and recommend process servers for inclusion in the CPSL, review allegations of non-compliance and recommend disciplinary action against CPS, recommend changes to the Program, or perform such other tasks as are established by this Administrative Order or delegated by the Chief Judge.

B. The Chief Judge shall make all appointments to the Committee. Each appointee shall serve at the Chief Judge’s pleasure and discretion.

C. All Committee members shall serve without compensation or reimbursement of expenses.

D. The Chief Judge shall determine the size and composition of the Committee, but said Committee shall have at minimum:

1. One person certified as a process server pursuant to the provisions of this Administrative Order;
2. Two persons designated by the Orange County Bar Association (OCBA) with one of the two from the OCBA's Paralegal Section;
3. One person designated by the Osceola County Bar Association;
4. One person designated by the Sheriff of Orange County;
5. One person designated by the Sheriff of Osceola County;
5. One person designated by the Orange County Clerk of Courts;
6. One person designated by the Osceola County Clerk of Courts; and
7. One person designated by the Chief Judge from the Ninth Judicial Circuit Court Administration.

E. Subject to approval by the Chief Judge, the Committee, Panel, or Panels may prescribe rules and regulations, norms and codes of conduct, and other requirements regarding the investigation and recommendation for inclusion of process servers in the CPSL, the review of allegations of non-compliance and recommendations of disciplinary action against CPS, and the performance of such other tasks as are delegated to the Committee, Panel, or Panels by the Chief Judge.

V. CERTIFICATION OF PROCESS SERVERS:

Any natural person seeking certification as a CPS shall be at least eighteen years of age, be a permanent resident of the State of Florida, have no mental or legal disability, and meet the requirements of the Act and this Administrative Order.

VI. APPLICATION FOR CERTIFICATION OF PROCESS SERVERS:

A. *New Applicants:*

1. The Applicant must submit an application, along with a non-refundable application fee via personal check, cashier's check, or money order made payable to the State of

Florida in the amount of \$300.00, to the Designee. See Exhibit “A” to this Administrative Order for the initial CPS application.

2. The Applicant shall submit to a background investigation which shall include a review of the applicant’s criminal record, if any exists. The Applicant shall present to the Designee a Criminal History Check from the Florida Department of Law Enforcement.

3. The Applicant shall obtain and file with the Application a Certificate of Good Conduct certifying that there is no record of: (a) any pending criminal case against the Applicant; (b) any felony conviction of Applicant for which civil rights have not been restored; or (c) any conviction of the Applicant for a misdemeanor involving moral turpitude or dishonesty within the preceding five years. See Exhibit “C” to this Administrative Order.

4. Persons who have completed an application and satisfied the requirements set forth herein shall submit to a written examination testing the Applicant’s knowledge of the laws and rules regarding the service of process. A passing examination grade is hereby fixed at eighty percent (80%) out of a possible score of one hundred percent (100%). The content, frequency and location of the examination shall be approved by the Chief Judge or his or her designee. Examinations administered by any vendor accepted, approved, or certified by: (i) the Criminal Justice Standards & Training Commission of Florida to present seminars and courses for career advancement credit for Florida Sheriffs, (ii) any Florida Judicial Circuit, or (iii) any Florida Sheriff shall meet the requirements of this Administrative Order. The written examination must be taken within eleven (11) months prior to the day the application is submitted.

5. Applicants must file with the Designee evidence of a performance bond in the amount of \$5,000.00 with a surety company authorized to do business within the State of Florida, which bond must be maintained at all times during the certification period and renewable annually. Each time the performance bond is renewed, Applicant must file proof of

the renewal with the Designee. See Exhibit “D” to this Administrative Order.

6. An Applicant who successfully completes the application process shall take an oath that he or she will honestly, diligently, and faithfully exercise the duties of a Certified Process Server.

7. Upon meeting the requirements of paragraphs “VI. A.1, 2, 3, 4, 5 and 6” of this Administrative Order, the Designee shall issue a CPS Identification Card, as required by section 48.29(5)(b), Florida Statutes. The CPS Identification Card shall be valid for one (1) year from the date of issuance and must be renewed annually before its expiration. It is the responsibility of the Applicant to safeguard the CPS Identification Card issued pursuant to the guidelines contained herein. There is a \$20.00 replacement fee if the CPS Identification Card is lost or stolen.

8. An Applicant who completes the requirements of the Act and this Administrative Order shall be placed on the CPSL, and shall be authorized to serve initial non-enforceable civil process as authorized by section 48.27, Florida Statutes, in the Ninth Judicial Circuit.

B. Renewal Applicants:

1. The Applicant must submit a renewal application, along with a non-refundable renewal application fee via personal check, cashier’s check, or money order made payable to the State of Florida in the amount of \$250.00, to the Designee. See Exhibit “B” to this Administrative Order for the renewal CPS application.

2. The Applicant shall submit to a background investigation which shall include a review of the applicant’s criminal record, if any exists. The Applicant shall present to the Designee a Criminal History Check from the Florida Department of Law Enforcement.

3. The Applicant shall obtain and file with the Application a Certificate of Good Conduct certifying that there is no record of: (a) any pending criminal case against the

Applicant; (b) any felony conviction of Applicant for which civil rights have not been restored; or (c) any conviction of the Applicant for a misdemeanor involving moral turpitude or dishonesty within the preceding five years. See Exhibit “C” to this Administrative Order.

4. Persons who have completed a renewal application and satisfied the requirements set forth shall submit to a written renewal examination testing the Applicant’s knowledge of the laws and rules regarding the service of process. A passing examination grade is hereby fixed at eighty percent (80%) out of a possible score of one hundred percent (100%). The content, frequency and location of the examination shall be approved by the Chief Judge or his or her designee. Examinations administered by any vendor accepted, approved, or certified by (i) the Criminal Justice Standards & Training Commission of Florida to present seminars and courses for career advancement credit for Florida Sheriffs, (ii) any Florida Judicial Circuit, or (iii) any Florida Sheriff shall meet the requirements of this Administrative Order. The written renewal examination must be taken within eleven (11) months prior to the day the renewal application is submitted.

5. Renewal Applicants must file with the Designee evidence of a performance bond in the amount of \$5,000.00 with a surety company authorized to do business within the State of Florida, which bond must be maintained at all times during the certification period and renewable annually. Each time the performance bond is renewed, Applicant must file proof of the renewal with the Designee. See Exhibit “D” to this Administrative Order.

6. A Renewal Applicant who successfully complete the application process shall take an oath that he or she will honestly, diligently, and faithfully exercise the duties of a certified process server.

7. Upon meeting the requirements of paragraphs “VI. B.1, 2, 3, 4, 5 and 6” of this Administrative Order, the Designee shall issue a CPS Identification Card, as required by section

48.29(5)(b) of the Florida Statutes. The CPS Identification Card shall be valid for one (1) year from the date of issuance and must be renewed annually before its expiration. It is the responsibility of the Applicant to safeguard the CPS Identification Card issued pursuant to the guidelines contained herein. There is a \$20.00 replacement fee if the CPS Identification Card is lost or stolen.

8. A Renewal Applicant who completes the requirements of the Act and this Administrative Order shall be placed on the CPSL, and shall be authorized to serve initial non-enforceable civil process as authorized by section 48.27, Florida Statutes, in the Ninth Judicial Circuit.

VII. APPLICATION FEE:

As provided by section 48.29(2), Florida Statutes, the Designee may charge a reasonable fee for processing an application filed pursuant to the Act and this Administrative Order. The Chief Judge must approve the fee amount prior to implementation. The amount may be changed by the Chief Judge at any time and without notice but any changes will apply only to applications filed with the Designee after the effective date of the change.

VIII. CPS'S DUTIES AND CODE OF CONDUCT:

A. Servers on the CPSL shall comply and keep current with all applicable rules, regulations, administrative orders and statutes (to include Florida and other Federal, foreign or domestic jurisdictions) pertaining to service of process.

B. Servers on the CPSL shall serve only non-enforceable process.

C. While serving process, Servers on the CPSL shall present their CPS Identification Card upon request.

D. Servers on the CPSL shall charge a reasonable fee for the service of process.

There is no minimum or maximum amount that must be charged.

E. Although Servers on the CPSL are not employees, agents, officers, or representatives of the Ninth Judicial Circuit, its Judges or employees, the Clerks, the State of Florida, Orange County, Osceola County, or any municipality and any of its divisions, agencies, or departments, because Servers on the CPSL by virtue of their power and identification give the appearance that they represent the Ninth Judicial Circuit when serving process, they shall:

1. be competent, courteous, professional, properly groomed and appropriately attired,
2. portray a professional appearance to general public, and
3. refrain from any act, or statement that would impugn the Judiciary or Court Administration.

F. Servers on the CPSL shall conduct themselves professionally and with dignity while on or in the premises of the Courthouses. Conduct with the Judges, Deputies, Deputy Clerks, and other employees of the Judiciary, Designee, or of the Clerks shall be respectful at all times.

G. Servers on the CPSL shall serve process in a timely manner.

H. Servers on the CPSL shall not serve process in any cause of action in which they have an interest.

I. Servers on the CPSL are required to type, legibly write, stamp, or by other printed methods, record the information required by section 48.21, Florida Statutes, plus insert the title “Certified Process Server” and their CPS Identification Card number on the original and all copies of process. Servers shall utilize and fully complete a form captioned “Return of Service. See Exhibit “E” to this Administrative Order.

J. Any lawsuits brought against a server on the CPSL due to his or her actions as a Certified Process Server in any jurisdiction, foreign or domestic, shall be reported immediately

to the Designee.

K. Servers must immediately notify the Designee if the Server is arrested for any crime, including criminal traffic offenses, or is given a criminal Notice to Appear.

L. Servers on the CPSL must report any change in home or work address or telephone number to the Designee within five (5) calendar days of the change.

M. Servers on the CPSL must comply with any request made by the Chief Judge, the Committee or the Designee within five (5) calendar days of the day of the request.

N. Servers on the CPSL shall truthfully answer all questions and inquiries from the Chief Judge, the Designee, the Committee or a Panel.

O. If any server on the CPSL has his or her appointment or certification suspended or revoked in another county or judicial circuit in Florida, or in any other Federal, domestic or foreign jurisdiction, his or her Ninth Judicial Circuit certification shall also be suspended or revoked.

P. No server on the CPSL shall serve process or sub-contract with a natural person or business entity whose authority to serve process has been suspended or revoked in the Ninth Judicial Circuit, in any other county or judicial circuit in Florida, or in any other Federal, domestic or foreign jurisdiction.

Q. Servers on the CPSL shall comply with all administrative orders, rules, regulations and statutes pertaining to the service and return of service of process at all times.

R. Servers on the CPSL shall immediately report to the Designee any disciplinary complaint or charges brought or filed against such Server due to the Server's actions as a process server in any jurisdiction, foreign or domestic, in any county or judicial circuit in Florida, or with any Florida Sheriff.

S. All Servers on the CPSL, as a condition of their appointments, must agree if requested by the Chief Judge to serve on the Committee or a Panel without compensation or reimbursement of expenses. Refusal shall constitute by itself sufficient reason for removal from the CPSL.

IX. DISCIPLINE:

A. Any server on the CPSL may be removed from the CPSL for good cause. Good cause shall include malfeasance, misfeasance, neglect of duty or incompetence in connection with the duties of a CPS, violation of any of the provisions of this Administrative Order, section 48.31, Florida Statutes, or of any applicable rules, regulations, administrative orders and statutes (to include Florida and other Federal, foreign or domestic jurisdictions) pertaining to service of process.

B. Any person aggrieved by the actions of a CPS may file a complaint with the Designee. Upon receipt of the complaint, the Designee shall refer the complaint to said Committee or Panel for investigation and recommendation.

C. After a hearing in which the CPS has an opportunity to be heard and present evidence, the Designee, shall forward findings and recommendations to the Chief Judge for review, ultimate decision, and imposition of sanctions. The Committee or Panel can request the Chief Judge issue subpoenas to compel the attendance of witnesses.

D. A complaint shall remain in the CPS's file for a period of five (5) years. The CPS's file shall be a public record.

E. The standard of proof in disciplinary proceedings shall be preponderance of the evidence.

F. Nothing herein shall limit the power of the Chief Judge or any other Judge in Florida or in any other Federal, foreign or domestic jurisdiction to take whatever action he or she

deems appropriate without the necessity of referral to the Designee, the Committee, or a Panel

G. The decision of the Chief Judge is final.

X. NO WAIVER OF IMMUNITY:

No provision of this Administrative Order is intended to waive, in whole or in part, judicial, sovereign, or other immunity held by the Courts of this Circuit as either a body or as an individual.

XI. NO AGENCY RELATIONSHIP ESTABLISHED:

A. Servers on the CPSL are not employees, agents, officers or representatives of the Ninth Judicial Circuit, its Judges or employees, the Orange County Clerk of Court, the Osceola County Clerk of Court, the State of Florida, Orange County, Osceola County or any municipality and any of its divisions, agencies or departments. Said Servers are independent contractors hired by third parties to serve process within the Ninth Judicial Circuit.

B. Servers on the CPSL are not under the supervision, direction or control of the Ninth Judicial Circuit, its Judges or employees, the Orange County Clerk of Court, the Osceola County Clerk of Court, the State of Florida, Orange County, Osceola County or any municipality and any of its divisions, agencies or departments. Said Servers are independent contractors hired by third parties to serve process within Orange County or Osceola County, Florida.

XII. MISCELLANEOUS:

A. The Chief Judge may amend or expand the provisions or coverage of this Administrative Order at any time and without notice.

B. The Chief Judge may issue other or further administrative orders as he or she, in his or her discretion, may deem necessary.

XIII. APPLICABILITY:

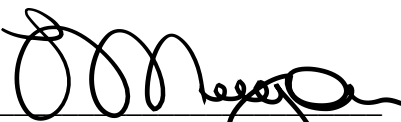
A. This Administrative Order shall not apply to the Sheriffs of Orange or Osceola

County or any of their divisions or departments.

B. This Administrative Order shall only apply to those natural persons seeking to serve process as a CPS in the Ninth Judicial Circuit Court.

C. Administrative Order 2014-27 is vacated and set aside except to the extent that it has been incorporated and/or amended herein. Vacating an Administrative Order that vacates a prior Order does not revive the prior Order.

DONE AND ORDERED at Orlando, Florida, this 9th day of February, 2022.



Lisa T. Munyon
Chief Judge

Copies provided to:

Clerk of Courts, Orange County
Clerk of Courts, Osceola County
General E-Mail Distribution List
<http://www.ninthcircuit.org>

EXHIBIT "A"
INITIAL CERTIFIED PROCESS SERVER APPLICATION
NINTH JUDICIAL CIRCUIT

PERSONAL DATA

NAME _____
Last First Initial

ADDRESS _____
Number and Street City State Zip

MAILING ADDRESS _____
P.O. Box City State Zip

TELEPHONE _____

Request posting of mailing address and business phone number on the certified process server web page. Yes _____ No _____

SOCIAL SECURITY NUMBER _____

CITIZENSHIP _____

IF ALIEN, check which type of work authorization you have:

_____ Alien Registration Form I-151

_____ Refugee Status Form I-94

File Number of Form _____

If NATURALIZED, record the following forms of identification:

Naturalization Certificate Number _____

U.S. Passport Number _____

Voter's Registration Number _____

ARE YOU 18 OR MORE YEARS OLD? _____

DATE OF BIRTH _____

DO YOU HAVE ANY MENTAL OR LEGAL LIABILITIES: _____

If so, please list them _____

ARE YOU A PERMANENT FLORIDA RESIDENT: _____

HAVE YOU EVER BEEN A MEMBER OF THE U.S. ARMED SERVICES:

Yes _____ No _____

Type of discharge: HONORABLE _____ GENERAL _____

OTHER _____

If other, please explain _____

RESIDENCY DATA

PLEASE LIST YOUR RESIDENCES FOR THE PAST FIVE YEARS IN REVERSE CHRONOLOGICAL ORDER.

Number & Street	City	State	Zip
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Number & Street	City	State	Zip
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Number & Street	City	State	Zip
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Number & Street	City	State	Zip
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Number & Street	City	State	Zip
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EDUCATION

PLEASE LIST THE SCHOOLS WHICH YOU ATTENDED IN CHRONOLOGICAL ORDER BEGINNING WITH HIGH SCHOOL.

School Level	Name
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Number & Street	City	Zip
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Dates Attended	Graduate Y/N	Major	Degree
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School Level	Name
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Number & Street	City	Zip
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Dates Attended	Graduate Y/N	Major	Degree
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School Level	Name
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Number & Street	City	Zip
-----------------	------	-----

Dates Attended	Graduate Y/N	Major	Degree
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EMPLOYMENT DATA

PLEASE LIST YOUR THREE MOST RECENT EMPLOYERS IN REVERSE
CHRONOLOGICAL ORDER

Employer

Number & Street	City	Zip
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Dates Employed	Position
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Employer

Number & Street	City	Zip
-----------------	------	-----

Employer

Number & Street	City	Zip
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Dates Employed	Position
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IF YOU HAVE EVER WORKED AS A PROCESS SERVER BEFORE, PLEASE ANSWER THE FOLLOWING QUESTIONS:

When and where did you work as a process server?

While working as a process server, were any lawsuits or disciplinary complaint or charge brought or filed against you as a server in any jurisdiction, foreign or domestic, in any Florida County, Florida Circuit or Florida Sheriff shall be (even if they resolved amicably)?

Circle one: Yes No

If yes, please answer the following.

When and where was the action filed?

Please explain the details of the action—why were you charged and what was the disposition?

Please attach to this application copies of all of the documents relevant to the legal action or disciplinary action, including the complaint and disposition.

Were you ever terminated from your position as a process server, or have you ever had your appointment as a process server revoked?

Circle one: Yes No

If yes, please answer the following.

When and where were you terminated?

Why were you terminated?

If there were any documents involved in the termination, such as a formal termination letter, please attach copies to this application.

OCCUPATIONAL/PROFESSIONAL LICENSES OR CERTIFICATES

TYPE NUMBER

DATE OBTAINED RENEWAL DATE

DRIVER'S OR CHAUFFEUR'S LICENSE

Type _____
Number _____
State _____
Expiration _____

BACKGROUND INFORMATION:

PERSONAL DATA

CITIZENSHIP _____

DATE OF BIRTH _____

PLACE OF BIRTH _____

RACE _____ HEIGHT _____ WEIGHT _____

HAIR COLOR _____ EYE COLOR _____

DO YOU HAVE ANY IDENTIFYING MARKS: ____ IF SO, PLEASE LIST THE TYPE OF
MARK AND ITS LOCATION _____

CRIMINAL HISTORY

PLEASE LIST ANY OFFENSE FOR WHICH YOU HAVE BEEN CONVICTED, OR ANY CHARGE AGAINST YOU CURRENTLY.

Offense	County	State	Date
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Offense	County	State	Date
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Offense	County	State	Date
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Offense	County	State	Date
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Under the provisions of section 92.525, Florida Statutes, **under penalties of perjury**, I declare that I have read the foregoing document and that the facts stated in it are true. I further understand that any misinformation supplied herein shall result in an immediate forfeiture of any opportunity to become or remain a certified process server in the Ninth Judicial Circuit.

Signature	Date
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EXHIBIT "B"
CERTIFIED PROCESS SERVER RENEWAL APPLICATION
NINTH JUDICIAL CIRCUIT

DATE _____

LAST NAME _____ FIRST NAME _____ MI _____

HOME ADDRESS _____

STATE _____ ZIP CODE _____ HOME PHONE _____

SS# _____ WEIGHT _____ COLOR EYES _____ HAIR COLOR _____

BUSINESS NAME _____

BUSINESS ADDRESS _____

STATE _____ ZIP CODE _____ SUPERVISOR _____

BUSINESS PHONE _____ CELL # _____

HAVE YOU EVER BEEN ARRESTED? _____ IF YES, CHARGE AND DATE _____

Attach statement with details and disposition of arrest(s)

LIST ALL COUNTIES IN WHICH YOU ARE CERTIFIED OR SPECIALLY APPOINTED TO SERVE PROCESS AND THE DATE YOUR CERTIFICATION OR APPOINTMENT EXPIRES:

Under the provisions of Section 92.525, Florida Statutes, **under penalties of perjury**, I declare that I have read the foregoing document and that the facts stated in it are true. I further understand that any misinformation supplied herein shall result in an immediate forfeiture of any opportunity to become or remain a certified process server in the Ninth Judicial Circuit.

Signature

Date

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

ID# _____ ISSUED _____ RENEWAL DATE _____

LAST TRAINING _____

EXHIBIT "C"
CERTIFICATE OF GOOD CONDUCT

I, _____, certify that as of the date of this Certificate, I have:

1. No pending criminal case against me.
2. No record of any felony conviction.
3. No record of a misdemeanor involving moral turpitude or dishonesty within the past five (5) years.

Applicant/Appointee's signature

Address

City, State, and Zip Code

Date

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledge before me this ____ day of _____
20__ by _____ who is personally known { } or produced
identification { } Type of Identification _____ and who did take an
oath.

Notary Public

EXHIBIT "D"
PROCESS SERVER'S BOND

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal, and _____, a corporation duly licensed for the purpose of making, guaranteeing or becoming a sole surety upon bonds, or undertakings, required by the laws of the State of Florida, as Surety, are held and firmly bound unto the State of Florida, Ninth Judicial Circuit, in the sum of \$5,000, lawful money of the United States of America, for the payment whereof well and truly to be made, we bind ourselves, our heirs, executors, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, THAT

WHEREAS, if the above bounded Principal shall well, truly and faithfully comply with the provisions of statutes in the State of Florida, then this obligation shall be null and void, otherwise to remain in full force and effect.

The Surety hereunder may relieve itself from liability to the extent and in the manner set forth in the provisions of the statutes governing the termination by the surety of liability under the bond provided; however, that in no event shall it be relieved from liability as respects transactions occurring before the date of termination.

If the Surety shall so elect this bond may be canceled by giving 30 days written notice to Obligee.

This bond shall be in effect from _____ and expires on _____.

Signed and sealed this _____ day of _____, _____.

Principal (print or type name)

Name of Surety

By: _____
Signature of Principal

Attorney in Fact

Address of Surety
