

Out of State Process

****The following items are required by Florida State Statutes 30.15, 30.231(3),
Out of State Process Chapter 48.195 to serve****

- Original Document to Serve is considered one (1) the following:
 - Document must be signed and recorded with the Court.
 - Document may be a certified copy with a colored or raised seal by the Court.
 - Document may 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 an 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 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
 - Credit/Debit Card
- Self-addressed, stamped envelope for return of service.
- Your contact information
- Attention: For business services, ensure the business type (ie LLC, Corp, Inc etc.), is listed with the full title of the business on the document for service. For more information visit Sunbiz website.

The information packet is designed **as a courtesy** from the Hillsborough County Sheriff's Office.

In-State Process

Florida State Statutes 30.15 and 30.231(3)

- Original Document to Serve is considered one (1) the following:
 - Document must be signed and recorded with the Court.
 - Document may be a certified copy with a colored or raised seal by the Court.
 - Document may 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 envelope for return of service.
- Your contact information
- Attention: For business services, ensure the business type (ie LLC, Corp, Inc etc.), is listed with the full title of the business on the document for service. For more information visit Sunbiz website.

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