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Judicial Process Server - Basic

The Southeastern Public Safety Institute is pleased to offer the 40-hour training series entitled Service of Non-Enforceable Judicial Process-Basic. This program is designed for individuals seeking appointment as a special process server or certified process server pursuant to Chapter 48, Florida Statutes. This training is the result of the cooperative effort of the Sixth Judicial Circuit Court, the Pinellas County Sheriff's Office and St. Petersburg College.

There is an attendance policy and those attending will be required to pass a written exam.

Course Topics Include:

- Judicial System - Federal and State
- Statutes and Rules of Procedure
- Who May and How to Serve
- Types of Service
- Functions of the Clerk of the Court
- Judicial Perspective
- Service Scenarios

GENERAL INFORMATION

August 8-17, 2025

Time: Varies. See below.

Fees: \$330.00

Registration: (727) 341-4492

Facilitator: Paul Althoff

Agency/Self-Registration

<https://spcollege.augusoft.net>

Registration & Hotel information

**Cancellations must be received 14 calendar days before start of class to avoid charge.*

Casual clothing is recommended. Shorts, tank tops and/or offensive T-shirts are unacceptable attire. Law enforcement personnel not in uniform that are carrying exposed firearms must prominently display agency ID and/or badge at all times while on college property.

Training Calendar <http://pstc.spcollege.edu/>

Lead Instructor

The lead instructor is SPC adjunct instructor, Rene Bauer. Rene Bauer is currently working at the State Attorney's Office, where she has been for over 15 years. She graduated from the University of Florida College of Law.

Week 1:

Friday 8/8/25 - 5:00 PM-10:00 PM

Saturday, 8/9/25 - 8:00 AM-7:00 PM

Sunday, 8/10/25 - 8:00 AM-7:00 PM

Week 2:

Saturday, 8/16/25 - 8:00 AM-7:00 PM

Sunday, 8/17/25 - 8:00 AM-1:00 PM

Class is held at the SPC Allstate Center Sim-Tac Building: 3590 32nd St S, St Petersburg, FL 33712