



PROCESS SERVICES INC.

The Premier Florida Process Service

Special Note

* **Never place the Personal Name of the officer holding the position, only put their title such as director or secretary, on any paper unless they are being sued individually. This applies to all State Agencies. Positions change and some offices can be difficult if they have the opportunity to be.**

Chief Financial Officer (f/k/a The Florida Insurance Commissioner)
200 East Gaines Street
Tallahassee, Florida 32399

There are two different ways you serve the **Chief Financial Officer**. **The first** is if they are being served on behalf of an insurance company doing business in the state of Florida. It is imperative that the insurance company be listed exactly as it is recorded with the Florida Secretary of State (850) 488-9000, or the service will be invalid and must be re-served. When serving them this way the following documents are required...

Two (2) Summons (one original and one copy)
One (1) Complaint and/or attachments
A Check in the amount of \$15.00 made out to the "Chief Financial Officer".

Example heading of summons -
Allstate Insurance Company, By serving
The Chief Financial Officer

If serving a subpoena or other process, remember you must send a total of three sets for proper service. One will be returned with the servers seal & affidavit. Don't forget a check for \$15.00 to the **Chief Financial Officer**.

The second way to serve the **Chief Financial Officer** is if they are being served on behalf of another municipal or governmental agency which is being sued. This is pursuant to F.S. 768.28(7). When serving the **Chief Financial Officer** in this capacity you **do not** need the extra copies or the \$15.00 fee. It is just like serving any other document; however, you should list on the summons that you are serving the **Chief Financial Officer** pursuant to F.S. 768.28(7).

Example heading of summons -
The Chief Financial Officer For:
Name of Governmental Agency, County, City etc.
Pursuant to F.S. 768.28(7)

* Remember that you still need to serve the governmental agency as well as the Chief Financial Officer.

Hopefully this will help you in filling out your service of process, preventing delays, numerous phone calls and having to re-do your paperwork!