

SERVICE OF PROCESS INSTRUCTIONS

WHEN SERVING AN INSURANCE COMPANY

The responsibility for receiving process for insurers for the office previously known as the Department of Insurance has been delegated to the Service of Process Section of the Department of Financial Services.

All **authorized insurers** (insurance companies) registered to do business in the state of Florida are required to designate the Chief Financial Officer of Florida as their Registered Agent for Service of Process. These processes (Summons & Complaint or Subpoenas) may be delivered by personal service or mail (Ch 624.422, FS allows service by mail when serving the Department for an insurer).

When serving Insurance Companies you must provide the following:

- **Original Summons, 2 copies of summons** (one must be a true copy, one may be a photocopy), and 2 copies of every piece of paper to be served (Complaint, exhibits, discovery, etc.) pursuant to Ch 48.151(1), FS;
- **A \$15.00 check** payable to “**Department of Financial Services**” or “**Chief Financial Officer**”, pursuant to Ch. 624.502, FS.
- **Make certain that the attorney’s name & address are correct and clearly printed on the summons or subpoena.** The proof of service will be returned to that name and address. You may wish to include a self-addressed stamped envelope to expedite return of service.

The command line of the summons should read:

TO:

or

Name of Insurance Company

c/o Florida Chief Financial Officer as RA
200 East Gaines Street
Tallahassee, FL 32399-4201

Name of Insurance Company

c/o Florida Chief Financial Officer as RA
Service of Process Section
PO Box 6200
Tallahassee, FL 32314-6200

Our office will only serve the initial process (Summons and Complaint) or Subpoena. We are not responsible for transmittal of any pre-suit notices or correspondence as well as subsequent filings, pleadings, and documents following the initial service, unless ordered by the Court pursuant to Florida Rules of Civil Procedure, Rule #1.080.”

When serving an **unauthorized insurer** of which we have no records, you must provide the address for us to serve. Please submit the same items shown above and deliver them to our address, but the command line of the summons should read as follows:

TO: *Name of Insurance Company* **pursuant to Ch 626.906, FS** at
Last known address of company
City, State, Zip

Please review all documents to determine the correct legal name of the underwriting company. This should appear on the declaration page of the insurance policy. For

example, there are several “State Farm” companies registered in Florida, but State Farm and State Farm Insurance Company or Companies are not legal names for any insurers in Florida and thus cannot be served through our agency. We are not required to act as registered agent for insurance agencies or insurance groups. If you are unsure as to the correct name, you may check with the Secretary of State-Division of Corporations at (850) 487-6053 or website <http://ccfcorp.dos.state.fl.us/>. We welcome a call for assistance at (850)413-4200