

**THE ELEVENTH JUDICIAL CIRCUIT
MIAMI-DADE COUNTY, FLORIDA**

**CASE NO. 24-1
(Court Administration)**

**ADMINISTRATIVE ORDER
NO. 24-14**

**IN RE: ORDER IMPOSING SANCTIONS
ON CERTIFIED CIVIL PROCESS
SERVER LOURDES VASALLO**

WHEREAS, Rule 2.215 of the Florida Rules of General Practice and Judicial Administration places responsibility in the Chief Judge for the development of an administrative plan for the efficient and proper administration of all courts within the Circuit; and

WHEREAS, the Florida Certified Process Server Act, Florida Statutes §§ 48.25 through 48.31 (“Process Server Act”), expressly vests in the Chief Judge the authority to establish an approved list of process servers who have met the requirements for certification under the Process Server Act and the requirements set forth by the Eleventh Judicial Circuit of Florida; and

WHEREAS, the Chief Judge of the Eleventh Judicial Circuit of Florida reestablished standards and requirements governing certified process servers within the Eleventh Judicial Circuit in Administrative Order No. 16-11 Amendment 1¹ pursuant to Rule 2.215, Florida Rules of General Practice and Judicial Administration; and

WHEREAS, a complaint was filed against Certified Civil Process Server Lourdes Vasallo on July 29, 2024, for violating the standards and requirements of Administrative Order No. 16-11 A1. After consideration of the documents submitted, the Board has found Lourdes Vasallo in violation of Administrative Order No. 16-11 A1 Section 4(p) by engaging in the prohibited conduct of providing erroneous returns of service.

NOW, THEREFORE, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida under Rule 2.215, Florida Rules of General Practice and Judicial Administration, it is hereby **ORDERED** that:

1. Pursuant to Section 5(c)(i), Administrative Order No. 16-11 A1, Lourdes Vasallo shall be subject to the following sanction:
 - a. A reprimand from the Board.

DONE AND ORDERED in Chambers at Miami-Dade County, Florida this 1st day of October 2024.

**NUSHIN G. SAYFIE, CHIEF JUDGE
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA**

¹ Administrative Order No. 16-11 A1 was superseded by Administrative Order 24-08 effective September 13, 2024.