

**DOCUMENT SERVICE CHECK LIST FOR PRIVATE INDIVIDUALS**

**UNITED STATES PROCESS SERVING CORP.**

**Head Office:** 285 – 266 Elmwood Avenue, Buffalo, New York 14222

**Tel:** 1-800-465-7378 **Fax:** 1-866-837-0331 **Email:** [serve@unitedstatesprocessserving.com](mailto:serve@unitedstatesprocessserving.com)

**Your Name:** \_\_\_\_\_

**Your Address (Server returns Affidavit of Service to this address):** \_\_\_\_\_

**Your Telephone No.: Home:** \_\_\_\_\_ **Cell/Other:** \_\_\_\_\_

**How did you pay the \$300 retainer fee? (circle one):** VISA M/C AMEX MONEY ORDER CERTIFIED CHEQUE  
(Money Order or Certified Cheque to be stapled to your documents. \*\*\* Please see note at bottom of page)

**If Paid By Credit Card, please provide: Authorization No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please call Head Office to arrange payment by Credit Card to obtain your authorization number)

**Name of Party to be Served:** \_\_\_\_\_

**Address of Service:** \_\_\_\_\_

**Work Address: (If applicable):** \_\_\_\_\_

**Best time to serve, if at work, provide working hours:** (Bear in mind that each attempt is \$25.00 + mileage each time)

**Is the party aware that these documents are coming? (check one):** Yes \_\_\_\_\_ No \_\_\_\_\_

**Maximum number of attempts you require server to make:** \_\_\_\_\_ (Server calls for further instructions after 3)

**If there are any deadlines that apply to service, please indicate here. NOTE: Services to be done within a 24 to 48 hr period is considered a RUSH. MUST be arranged with Head Office prior to sending documents. There is NO additional fee for this service.**

**How do you wish to receive your Affidavit of Service? (circle one):** Regular Mail Express Post Courier

**Please list the documents being served: (i.e.: Plaintiff's Claim, Application For Divorce)**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**Do you have a photo of the party being served? (check one)** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please enclose with your paperwork to assist for identification purposes, If no photo is available, please provide a detailed description of the party IF possible: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**\*\* Important Notice:** Certified Cheques are only accepted as payment. Please make sure your personal cheque has been certified by your bank. We reserve the right to hold Affidavits of Service at Head Office until funds have cleared.