



AMERICA'S
MOST TRUSTED
PROCESS SERVER



ESSENTIALS FOR SERVICE OF PROCESS FOR BUSINESSES & INDIVIDUALS

Make sure that you have everything you need to secure service of process that will support your case end-to-end.

BEFORE SERVICE:

Review Court Rules:

- Check applicable court rules for document, case type, filing, and service requirements.
- Confirm timeframes, waiting periods, and deadlines for filing and service of process.

File Documents:

- Complete required documents (seek assistance from qualified legal counsel as appropriate).
- File all necessary documents with the court.

Prepare Documents for Service:

- Gather all documents that need to be filed with the court, including court-conformed copies and any attachments.
- If your court does not require the originals to be served, scan documents or prepare digital files to send to a process server.

FOR SERVICE:

Choose a Process Server:

- Confirm if you can use a private process server or if you need to use a sheriff.
- Confirm that the process server can serve in the court's jurisdiction (that they meet any residency, age, certification, or credential requirements).
- Confirm that the process server provides documentation and can make the delivery.

Provide Instructions:

- Provide the process server with the service address and any instructions that can help them complete service (such as court requirements, photos of the server, or best times for service).



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AFTER SERVICE:

Obtain Proof of Service:

- Obtain a signed affidavit, return, or proof of service from the process server.
- Confirm the proof includes all required details (e.g., date, time, location).

File Proof of Service: **DON'T FORGET THIS STEP!**

- File the proof of service with the court.

WANT AN EASIER EXPERIENCE AFTER FILING?

1. **Order online:** Your documents go right to a qualified process server.
2. **Get updates:** See progress live in your account or by email and SMS.
3. **File proof:** Proof is available for download from your secure account.



Excellent service. Affordable. Secure. With a fantastic platform to follow up online plus great customer service in all stages of work. I am very thankful and recommend other pro se litigants to go ahead and hire them for all your process server needs.

– Fernando of Fernando Pettineroli, LLC

ABC LEGAL-EMPOWERED PROCESS SERVERS

— SERVE —
1 IN 5
Legal Documents

— MAKE —
12 M
Attempts Annually

— COVER —
ALL
States & Territories

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