

DOCUMENT SERVICE CHECKLIST FOR PRIVATE INDIVIDUALS

Canadian Process Serving Inc.

Head Office: 142 Catharine Street South, Hamilton, Ontario L8N 2J8

Tel: 1-800-465-7378 **Fax:** 1-866-837-0331 **Email:** serve@canadianprocessserving.com

Please print out a copy of this sheet, fill in the required information, and include it with your documents. This is to help you prepare the documents correctly and to provide the Process Server with vital information required in order to serve your documents in a professional and timely manner. **All required fields are marked with an asterisk (*)**

Your name:* _____

Your address:* (server returns his 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 can be included with your documents. **** Please see notice on bottom of page**

If paid by Credit Card please provide: Date:* _____ Authorization*: _____

Please call Head office to arrange payment by Credit Card to obtain your authorization number.

Name of party to be served:* _____

Address for service:* _____

Work address: (if applicable) _____

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

Is the party aware these documents are coming? (Check one): Yes ____ No ____

Maximum number of attempts you want server to make: _____ (server calls for further instruction after three)

If there any deadlines that apply to service please indicate here: _____

How do you wish to receive your Affidavit of Service? (circle one): Regular mail Express post Courier

Please list the documents you are serving: (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 include it 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 ensure your personal cheque has been certified by your bank prior to sending your documents. We reserve the right to hold Affidavits of Service at Head Office until funds have cleared.