

DOCUMENT SERVICE CHECKLIST

Canadian Process Serving Inc.

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

Complete this form and include it with your documents. **All required fields are marked with an asterisk (*)**

Your name/company:* _____
Your address:* _____
Your telephone No. :* Home: _____ Cell/other: _____
Your email address: _____

How did you pay the \$ _____ CAD retainer? Visa Mastercard AMEX **or**
 Certified Funds (to be included with your documents and payable to **Canadian Process Serving Inc.**

If paid by Credit Card please provide: Date Paid*: _____ Authorization No. :* _____
Contact the phone number above to arrange payment by Credit Card and obtain your authorization number.

Please list the documents you are serving | issuing | filing: (i.e. Plaintiff's Claim, Application for Divorce) *

- | | |
|----------|----------|
| 1) _____ | 5) _____ |
| 2) _____ | 6) _____ |
| 3) _____ | 7) _____ |
| 4) _____ | 8) _____ |

SERVICE – Name of party(s) to be served:* _____

Address for service:* _____

Work address: (if applicable) _____

Is the party aware these documents are coming? Yes No

Best time to serve, if at work provide working hours: (NOTE: Each additional attempt is \$25.00 + mileage) _____

Maximum number of attempts you want server to make: _____ (after attempt(s) server will call for further instruction).

Indicate any deadlines that apply to service: _____

Do you require your Affidavit of Service to be: Commissioned Notarized

How do you want to receive your Affidavit of Service? Regular Mail Xpresspost Courier **or** Filed

Do you have a photo of the party being served? (Check one) Yes? _____ No? _____

If yes, please include it with your paperwork to assist with identification. If no photo is available, please provide a detailed description of the party, if possible: _____

COURT – Name of court to be attended:* _____

Address of courthouse:* _____

Check task required: Issuing Filing Litigation Search Document Retrieval Other _____

If there are any applicable court fees they must be paid separately by cheque payable to the "Minister of Finance" and included with your documents or added to the retainer amount.

Notes:

Date: * _____ Signature: * _____

**** IMPORTANT:** By signing above, you acknowledge the use of services provided by Canadian Process Serving Inc. and are subject to the terms and conditions and Client Code of Conduct published on our web site. You further acknowledge and agree to the rates provided on our Price List.