

Canadian Process Serving Inc.

905.529.2770 | 1.800.465.7378

DOCUMENT SERVICE CHECKLIST

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 E-transfer

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 to be served|issued|filed: (i.e. Plaintiff's Claim, Application for Divorce) *

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

SERVICE Request – 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: _____

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

Choose how you receive the original Affidavit of Service? Regular Mail Xpresspost Courier **or** Filed

Do you have a photo of the party being served? (Check one)

Yes _____ Include the photo with your paperwork to assist with identification.

No _____ Provide a description of the party, if possible: _____

COURT Request – 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.