

What is Required for Successful Service of Process

We will need an original and a copy of the paperwork that you want served. If you have already filed your complaint with the court, then we will need a copy of all of the documents to be served as well as the original summons.

Successful service of process depends on the information that you provide. Please fill in the Pro-Se Questionnaire or provide a cover letter including the following:

Your name, address and phone number (daytime and evening)

We understand that you may not have all of the following information on the party to be served, so please provide whatever information that you can.

- Party to be served:

Name

Business

Registered Agent

Home address and phone number

Work address and phone number

Work schedule (Days and hours)

Vehicle Description

Date of Birth/Social Security number

Any other information that may be helpful in completion of service.

- Defendants with rural route or post office box service addresses:

We can not serve defendants at rural route addresses or post office boxes. If you are unable to provide a street address we can request a postal inquiry from the postal service. You may request that we try this method of acquiring a street address, but you need to request this in your cover letter. There is an additional fee of \$21.60 for this process.