
1 Instructions for the Service of Divorce Papers

1. Complete the attached Document Service Instruction Forms and submit them by fax or email.
2. Upon receipt in our office, the file will be processed and assigned to one of our professional Process Servers.
3. The Process Server will make up to three attempts to serve the documents. Please note we make every effort, but not all services are successful.
4. Once service has been completed, or three attempts at service have been completed, our office will contact you by phone or email to make you aware of the results of service and to seek your further instructions.
5. Our office will then complete a sworn affidavit of service, affidavit of attempted service, or affidavit in support of subservice for your use. The affidavit is your proof that the documents were either served or provides an explanation for why we were not able to get the documents served.
6. You will need to file the affidavit at Court of King's Bench or we can do that on your behalf for a fee.

2 Service Times

Regular Service

- 4 to 7 working days for completion of service/three attempts at service.
- 6 to 10 working days for return of affidavit.

Rush Service (MOST COMMON FOR RESTRAINING ORDERS)

- Up to 3 working days for completion of service/three attempts at service.
- 4 to 7 working days for completion and return of affidavit.

3 Documents Required for Service

You will need to provide the following documents in your Document Service package:

- Document Service Request – be sure to include the deadline for service and for the return of the Affidavit.
- MasterCard/Visa Authorization Form with deposit details.

For DIVORCE PAPERS:

- 2 copies of each of the documents that you require to be served (1 to be served and 1 to attach to the affidavit).
- A clear photo of your spouse. If the picture is of more people than just your spouse, place an X on the body of your spouse.

For RESTRAINING ORDERS:

- 2 copies of each of the following documents (1 to be served and 1 to attach to the affidavit):
 - Statement of Claim (Court Application) – The information you provided to the courts to obtain the restraining order.
 - Completed Affidavit – The affidavit you provided to the courts to obtain your restraining order.
 - Restraining Order – The order provided to you by the courthouse.

4 Retainer

A \$200 retainer is required on all Document Service files. The retainer is applied to the invoice for the cost of the service.

- The retainer may be VISA/MasterCard (see form attached). If you prefer an e-transfer, contact our office for details.

Complete this form in its entirety and **attach your \$200 retainer** when submitting your documents for service.
Send by EMAIL to RTPS@ccebailiff.ca or FAX 1-888-262-8803

<p>Name of Person(s) Name: _____ Address: _____ _____ Phone: _____</p> <p>2nd Person to be Served Name: _____ Address: _____ _____ Phone: _____</p>	<p><input type="checkbox"/> REGULAR Service Deadline for Service _____ Deadline for Affidavit _____</p> <p><input type="checkbox"/> RUSH Service (additional fees incurred) Deadline for Service _____ Deadline for Affidavit _____</p> <p><input type="checkbox"/> Deposit/Retainer - \$200</p>
<p>Alternate location for service <input type="checkbox"/> Work Name: _____ Address: _____ _____ <input type="checkbox"/> Other _____ _____</p>	<p>Divorce Papers – Attachments Included: <input type="checkbox"/> Clear Photograph of Spouse <input type="checkbox"/> 2 copies of each document for service</p> <p>Restraining Order – Attachments Included: <input type="checkbox"/> 2 copies of each document for service:</p> <ul style="list-style-type: none"> • Statement of Claim (Court Application) • Completed Affidavit • Restraining Order
<p>Documents to be served</p> <p>1. _____ _____ 2. _____ _____ 3. _____ _____</p>	<p>Other / Special Instructions</p> <p>_____ _____ _____ _____ _____</p>

INSTRUCTING PARTY (CUSTOMER)

The Instructing Party (Customer) agrees to pay for all services performed and invoiced by Consolidated within 30 days of the invoice date. Such services will be charged at the published rate. The Customer shall pay interest on overdue amounts at a rate of 18% per annum, calculated annually, not in advance. The Customer further agrees to provide deposits or other advances for services to be performed upon the request of Consolidated.

Date: _____ **Your reference #:** _____ **Contact:** _____

Instructing Party (Legal Name of Company): _____

Address: _____ (Postal Code)

Phone: _____ **Fax:** _____ **Email:** _____

Signature **Name (please print)**