

Requirements for Service of Documents

1. An instruction packet must be completed for **each set** of papers you need to serve.
2. You must complete a separate packet for **each person** you need to serve.
3. We require two complete copies of the service documents, one for service purposes and one for our file.
4. We **do not** return any service packets we are unable to serve. It is your responsibility to make sure that you have copies of your documents.

We do not accept credit cards or cash after 4:00pm.

We will accept pre-printed checks, money orders, and fees.
waivers or cashier's checks after 4:00pm