

FOX CIVIL PROCESS INC.

RUSH/SAME DAY SERVICE REQUEST

Please refer to our website at www.foxcivilprocess.com for information about RUSH surcharges

Today's Date: _____ Documents to be served **on or before**: _____

(For Insurance purposes, we cannot accept Statements of Claim that Expire within 10 days of today's date)

Law Firm/Lawyer: _____ Limitation Date: _____

Signature of Authorizing Party: _____ Contact# _____ File number _____

Party to be served: _____ Age _____ Gender _____

(Please be sure to attach a **current** corporate search for a company)

Address of service: _____

(As we are unable to guarantee access to units in high-rise condos/apartments, we cannot accept these files on a RUSH basis)

Is the address of service a _____ residence, or a _____ business? Phone number for party being served _____

How is service to be effected: a) _____ Personal* (**complete section below**)

b) _____ Enclose in a sealed envelope and POST/ leave in mailbox/leave with an adult

c) _____ Enclose in a sealed envelope and leave with employee, receptionist of business

d) _____ Other (please specify) _____

***FOR SERVICE BEFORE NEXT BUSINESS DAY - What if, at the time of an attempt to serve a document personally, we are advised that the party we are trying to serve has left town for a week, or if the person we are trying to serve appears to be home but is refusing to answer the door, or if after the specified attempts there is no answer?**

_____ a) Walk away, do not serve the documents and call our office tomorrow.

_____ b) Leave the documents in a sealed envelope with an adult, in the mailbox, or POST.

_____ c) Return the following day and re-attempt personal service _____ more times.

_____ d) Walk away, and return an Affidavit of Attempted Service the next business day.

If there is no answer, how many attempts are required before next business day? _____

(Please consider the costs of repeated RUSH attempts)

Maximum 3