



# ORANGE COUNTY PROCESS SERVING

333 City Blvd West, 17<sup>th</sup> Flr. Orange, Ca. 92868

Office Ph. (714) 971-2217 Fax (714) 978-6092 · WWW.OCPSI.com / Serve@OCPSI.com

## OCPS INFORMATION & INSTRUCTION SHEET

(keep this page for your records)

### Here is what you need to do to get the service of process started.

- 1<sup>st</sup> Please fill out the Letter of Instructions form below.
  - 2<sup>nd</sup> Include 2 copies of the filed court documents for each entity/defendant to be served.
  - 3<sup>rd</sup> Payment, Check (preferred), Cash or Credit Card no discounts are given when paid by Credit card Call OCPS for amount or see price list below, Cash only can be brought to the office, Make Check Payable to OCPS.
- How to get us the papers to be served,** you may Email us at [Serve@ocpsi.com](mailto:Serve@ocpsi.com) or Fax 714-978-6092. When emailing or faxing please us the form below. If you want to mail or bring in the papers to our office the address is **OCPS, 333 City Blvd West 17th Flr. Orange, Ca. 92868** If you choose to come in our office hours are 8:30 to 5pm M-F

When calling for status update please wait 6 to 8 days before calling. Please have the name of the entity(s)/defendant(s) to be served & the city where the service is to be served.

After you have received the proof of service from our office **you must file the proof of service with court at least 5 days before the hearing date.** If you have not heard from us at least **10 days before the hearing date** please call to make sure that the service is complete and the proof is on its way back to you.

**Remember that if the proof is not filed with the court at least 5 days BEFORE the hearing date your case may not be heard and you will have to start over and repay all fees**

### Process Serving Standard Prices

Prepayment required if you do not have an account already established.

- **Standard Fee (Non Pre-Paid or Pay by Credit Card)**

Orange, L.A., Riverside, San Bernardino Counties (except rural areas)

**First Defendant \$64-\$69**

**Pre-Payment Discount Fee \$59-64 (Cash or Check)**

- **Most all other counties in Ca. (except rural areas)**

**Standard Fee First Defendant \$69-\$74 (Non Pre-Paid or Pay by Credit Card)**

**Pre-Payment Fee \$64-\$69 (Cash or Check) (except rural areas)**

- For each additional defendant at same address - \$45
- For each additional address - \$45
- 2nd defendant different address in Orange County \$59
- 2nd defendant different address most other counties - \$59-\$69

**RUSH Service** add \$30 to above charges (will be attempted in 48 hrs. or less)

**Same Day Add \$35 (Will be Attempted Same Day)**

**Appointment Serve** add \$35 to above charges (When the server must be at specific place/time to complete)

**Special Serve \$125.00** (When additional services are needed or requested to complete the services)

**Stakeouts** • \$45 - 65 per hour, 1 hr Min

**Out of State & International Service** • Please Call  
**Bank Levy's & Wage Garnishment** • Starting at \$150

**Filing, Deliveries & Court Research** • Call for prices

**Skip Tracing** • Starting at \$150



OCPS is conveniently located in the City Tower in Orange

Across the street from the Family Law Court House & UCI Medical Center At The Block in Orange, Right Next to the Double Tree Hotel

**There is no charge for the first half hour of parking.**

### Directions

#### From Long Beach

405 South to the 22 Frwy East. Exit The City Drive, turn left and go about a mile until you see the El Torito Restaurant. Turn left onto City Way and drive into the parking structure

#### From Buena Park

5 South to the City Dr exit. Turn right on City Dr. & then another right onto Chapman Ave. Turn left on Manchester (next stop light) and drive into the parking structure.

#### From Costa Mesa

55 Frwy North - merge onto 5 Frwy North. Take Chapman exit and turn left onto Chapman Ave. Go about 1 mile and turn left on Manchester. Drive into the parking structure

#### From San Clemente

5 Frwy North to the Chapman exit & turn left onto Chapman Avenue. Go about 1 mile and turn left on Manchester. Drive into the parking structure

#### From Fullerton

57 South to the Chapman exit & turn right onto Chapman Avenue. Go about 1 mile & turn left on to Manchester & drive into the parking structure





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## LETTER OF INSTRUCTIONS

Your Name \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Best Ph No. to contact you at (circle one) Hm Wk Cell \_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (circle one) Hm Wk Cell \_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Case Name \_\_\_\_\_ Case No. \_\_\_\_\_ Hearing Date \_\_\_\_\_ Time \_\_\_\_\_ Dpt. \_\_\_\_\_

Court \_\_\_\_\_ Doc (Circle Doc) Plaintiffs Claim Summons & Complaint Subpoena OSC

Additional Docs \_\_\_\_\_

Reg. Service Fee for: Orange Co. L.A. Riverside, S.D, San Berni Pre-paid \$59 – CC \$64

Rush add.\$30

(attempted with-in 48 Hrs)

Same Day add \$35

(attempted Same day)

Name of Person / Business to Served (required info.)

Description of Person to be Served

1. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Additional Info. 2<sup>nd</sup> address (additional fee \$45) \_\_\_\_\_

Hm. Ph \_\_\_\_\_ Wk. \_\_\_\_\_ Cell \_\_\_\_\_ Best Time to attempt \_\_\_\_\_

Other Helpful info. (color & make of car etc.) \_\_\_\_\_

\_\_\_\_\_

Additional defendant same address \$45 different address Pre-paid \$59 – CC \$64

Rush add.\$30

Same Day add \$35

2. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Additional Info. 2<sup>nd</sup> address (additional fee \$45) \_\_\_\_\_

Hm. Ph \_\_\_\_\_ Wk. \_\_\_\_\_ Cell \_\_\_\_\_ Best time to attempt \_\_\_\_\_

Other Helpful info. (color & make of car etc.) \_\_\_\_\_

\_\_\_\_\_

**Locate:** min \$150 Please Provide all info. you have on the person to be served, D.O.B, SOC-SEC No., old addresses or Ph. No., spouse info & whatever info. you have will be helpful \_\_\_\_\_

We understand that you would like this service done **ASAP**. We will try our best to get all serves, not just **RUSH** serves, completed as soon as we can. **Reg.** serves are usually attempted within 3 or 4 days. **RUSH** serves, within 24 to 48hrs. of receiving the documents. **Same Day** is attempted the same day received.

If we can not contact the defendant on the 1st attempt, we will continue attempting service. **OCPS** completes 80 to 90% of our serves in the first few attempts. If for some reason we are unable to complete this service before the last day to serve set by the court, we will request that you get a new hearing date. You will need to return the papers within **30 Days** or **OCPS** will have to charge you an additional reset fee of **\$25**.

**OCPS** does not charge for mileage or attempts. **But this does not mean that we will make unlimited attempts.** If after several attempts we have not been able to complete the serve, you will be contacted to discuss other possible options of completing the service. This could possibly mean locating a 2<sup>nd</sup> address or doing a stakeout at additional cost.

Once service is completed, this office will provide you a completed **PROOF OF SERVICE** form that **YOU MUST** file with the court. If you have not heard from us or received a proof of service within **10 days prior to the hearing date**, please contact this office **ASAP**.

**OCPS Does Not File The PROOF of SERVICE with the Court. YOU MUST FILE THE PROOF OF SERVICE AT LEAST 5 DAYS BEFORE THE HEARING DATE.**

In most cases if this is not done, your case will not be heard and you will need to start this process all over again including repaying all fees.

Once the papers have been received by **OCPS there are is no Refund**. If the case should settle or you decide for whatever reason to cancel, the service fee cannot be refunded due to processing costs. There is no guarantee that **OCPS** will be able to complete the service. Please read the terms of service on the web site

I have read this form and agree to the Terms of Services & Fees.

\_\_\_\_\_  
Signature



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### Payment options

If you are mailing or bring in the documents and not paying by credit card then you do not need to use this form.  
If you are paying by Credit Card or you are Email or faxing the documents then you will need to use this form to Pay by Check or Credit Card

### Payment by Emailing or Fax over a Check (Preferred) and receive a \$5 discount of the services

Yes you can pay for the services by Emailing or faxing over a regular check. All you have to do is fill out & sign the check as usual & attach it to the below section of this form.

Please make the check out to "OCPS" for the appropriate amount. In the memo field of the check please write "ACH".  
After you have Email or Faxed the Letter of Instructions and the check you **WILL NOT NEED TO MAIL THE CHECK TO US** your fee for service will automatically be withdrawn from your account.

## Please attach check here in this space

JANE DOE  
123 MAIN ST  
ORANGE, CA

1234

### Receive a \$5 Discount!

By Pre-paying with Cash or Check, no credit card.

PAY TO THE ORDER OF

OCPS \_\_\_\_\_

\$ amount

MEMO ACH

Email [serve@ocpsi.com](mailto:serve@ocpsi.com)  
Fax 714-978-6092

### Credit Card

When paying by credit card you must fill out this form.

**No discounts** can be given on credit card transactions. You will be paying at the higher end of the fee schedule on all services.

Card Type (Check one)  Visa  Master Card  Discover We do accept **No AMEX**

Credit Card No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card \_\_\_\_\_ Last 3 Digits on the back of the card signature line \_\_\_\_\_

Address card is billed to \_\_\_\_\_ Ph \_\_\_\_\_

Name of person/Business being Served \_\_\_\_\_

**No Discounts are given to Payments made by Credit Card please fill in the amount to be charged on the card \$ \_\_\_\_\_**

I authorize Orange County Process Serving (OCPS) to debit the bank account or credit card indicated in this web form for the Services provided by OCPS. Terms I understand that refunds and cancellations are **NOT allowed after the services has been requested AND received by OCPS.** (see terms of services on the web site.)

I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as 24hrs and or after services are rendered.

In the case of an ACH Transaction being rejected for Non-Sufficient funds (NSF). I understand that the OCPS may at its discretion attempt to process the charge again within a 48hrs of rejection and may try up to 3 times with in 10 days after rejection, and agree to an additional \$25 charge for each attempt returned NSF, which will be initiated separate transaction from the authorized payment.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I am an authorized user of this credit card or bank account, and that I will not dispute the payment with my Credit Card Company or Bank, so long as the transaction corresponds to the terms indicated in this web form and OCPSI web site.

Date \_\_\_\_\_

Signature \_\_\_\_\_