ORANGE COUNTY PROCESS SERVING

333 City Blvd West, 17th Flr. Orange, Ca. 92868
Office Ph. (714) 971-2217 · WWW.OCPSI.com / Serve@OCPSI.com

OCPS INFO. & INST. SHEET KEEP THIS PAGE FOR YOUR RECORDS

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

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

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

First please fill out page two of this form as best as you can.

Next getting us the papers to be served.

Quickest and usually easiest way is to Scan & e-mail or faxes the Request form (page 2) & 1 copy of the filed court documents for *each case.*

If you have more than 1 defendant on the same case then only send one copy.
If you have multiple cases / case numbers then include 1 copy for each case.

Next way is to bring in the papers to our office.
Please bring 1 full set for each defendant to be served and 1 extra copy for mailing.
Also include page 2 of this request form and the check made out to OCPS. We also accept Cash.
If you want to pay by credit card please call Michael to arrange payment.

The last way is to mail us 1 full set for each defendant to be served and 1 extra copy for mailing.
Please include a check made out to OCPS.

When calling for status please wait around 7 days before calling for status. Please have the name of the entity(s)/defendant(s) to be served & the city where the service is to be completed.
After you have received the proof of service from our office YOU MUST FILE the proof of service with court at least **5 days or more 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.

· *First Defendant* ***in ORANGE, L.A, Riverside, San Bernardino & San Diego Co.***

Standard Fee *1st Defendant $115 -$125* *(cash or check) $135 (rural areas or gated areas)*

First Defendant **MOST ALL OTHER COUNTIES in Ca. Starts at $115**

• For each additional defendant at same address – Starts $85
RUSH Service add $30 to above charges (will be attempted in 48 hrs. or less)
Same Day Add $40 (Will be Attempted Same Day)
Appointment Serve starts at $150 to (When the server must be at specific place/time to complete)
Stakeouts • starts at $85 to 175 per hour, 2 hr. Min
Out of State & International Service • Please Call
Bank Levy's & Wage Garnishment • Starting at $150 + sheriff's Fee
Filing, Deliveries & Court Research • Call for prices
Skip Tracing • Starting at $150

KEEP FOR YOUR RECORDS

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Your Name_____ Date _____

Address: _____ City _____ Zip_____

Best Ph No. to call_____)_____ Wk. Cell Hm Email_____

Case No._____ Hearing Date _____ Time _____ Dpt._____

Doc *(Circle Doc)* Plaintiffs Claim Summons & Complaint Subpoena OSC Additional _____

First Defendant *to be served for Orange, L.A,,Riverside, San Diego & San Berni*	☐ **Reg. Service $115.00 - $135** *Attempted in within 4-5days*	☐ **Rush Service add $30** *Attempted with 24 to 48 hrs.*	☐ **Same / Next Day Service** *Add $40*

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

1. _____ Description of person to be served _____

address _____ City_____ Zip_____

Additional Info. 2nd address ***(additional fee $85)*** _____

Hm. Ph _____ Wk. _____ Cell _____ Best Time to attempt _____

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

Second Defendant *to be served for Orange, L.A. Riverside, San Diego & San Berni*	☐ **Reg. Service $115.00 -$135** *Attempted in within 4-5days*	☐ **Rush Service add $30** *Attempted with 24 to 48 hrs.*	☐ **Same / Next Day Service** *Add $40*

if additional defendant same address fee is $85

2. *Name of Person / Business to Served (required info.)* _____ Description of person to be served _____

address _____ City_____ Zip_____

Additional Info. 2nd address ***(additional fee $85)*** _____

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 _____

_____

_____

After the defendant is located and service is complete there is an additional charge for serving the papers. The fee is based on the locating the defendant is served at

Payment Credit Card & Pay Pal ONLINE ONLY, Cash or Check accepted AT OFFICE

1. If you have already e-Mailed OCPS the papers, we will send you a Link to pay online to the e-mail address the documents were sent from. You can then pay by credit card. The link will be sent usually Same day or within 24hrs.

2. If you are at the OCPS office, you can pay by check or cash. a receipt will be given after the service is complete and when we send you the Proof of service. The amount paid is on the proof of services.
Amount of cash left at the office $_____

3. If you would like to pay by credit card and you are at the office, please provide your email and we will send you a link to pay online. e-Mail _____
(Sorry NO credit card payment can be accepted at the office, ONLY ONLINE)

Please note the service fee paid does not include the filing fee for the Proof of Service.