



ORANGE COUNTY PROCESS SERVING

333 City Blvd West, 17th Flr. Orange, Ca. 92868

Office Ph. (714) 971-2217 Fax (714) 978-6092 · 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.*

Pre-Payment Fee 1st Defendant \$65 (cash or check) \$70 (rural areas or gated areas)

Standard Fee \$70 (when paying by credit card)

First Defendant most ALL OTHER COUNTIES in Ca.

Pre-Payment Fee \$70 (cash or check) \$75 (rural areas or gated areas)

Standard Fee \$75 (when paying by credit card) • For each additional defendant at same address - \$45

• 2nd defendant different address in Orange County \$65

• 2nd defendant different address most other counties - \$70-\$75

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

Stakeouts • \$55 - 75 per hour, 1 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 Phone No. to call _____) _____ Wk Cell Hm Email _____

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

Court: _____ Doc (Circle Doc) Plaintiffs Claim Summons & Complaint Subpoena OSC

First Defendant to be served for Orange, L.A., Riverside, San Diego & San Berni	<input type="checkbox"/>	Reg. Service \$65.00-\$70 <i>Attempted in within 4-5days</i>	<input type="checkbox"/>	Rush Service add \$30 <i>Attempted with 24 to 48 hrs.</i>	<input type="checkbox"/>	Same / Next Day Service <i>Add \$40</i>
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Name of Person / Business to Served (required info.) _____

1. _____ Description of person to be served _____

address _____ City _____ Zip _____

Additional Info. 2nd address (additional fee \$45) _____

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	<input type="checkbox"/>	Reg. Service \$65.00-\$70 <i>Attempted in within 4-5days</i>	<input type="checkbox"/>	Rush Service add \$30 <i>Attempted with 24 to 48 hrs.</i>	<input type="checkbox"/>	Same / Next Day Service <i>Add \$40</i>
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if additional defendant same address fee is \$45

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

address _____ City _____ Zip _____

Additional Info. 2nd 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 _____

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

How would you like to Pay:	Credit Card/Pay Pal <input type="checkbox"/>	<i>\$5.00 fee added. (Please check one box only)</i>
1. ONLINE: email all the documents to us & pay by: e-Check <input type="checkbox"/>	<i>.50 fee added. After we receive the document by e-mail we will send you link to pay online</i>	
2. MAIL in everything, please include a check along with the Documents for service. Check amount \$ _____ Ck. No. _____		
3. COME IN and drop of drop the paper and Check or Cash at office \$ _____ (sorry NO credit card can be accepted at the office ONLY ONLINE)		

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. serve usually attempted within 3 or 4 days. RUSH serve, within 24 to 48 hrs. 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 90% to 95% 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 make unlimited attempts. If after several attempts we have not been able to complete the serve, contacted to discuss other possible options of completing the service. This could possibly mean locating a 2nd 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 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 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