



ORANGE COUNTY PROCESS SERVING

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

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Dear Valued Client

Please read this page carefully.

OCPS understands 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. In most cases, our first attempt on a Standard Serve is within 4 or 5 days usually.

RUSH Serve, within 24 to 48hr.

Same Day will be attempted Same Day after of receiving the papers.

Service does not start till we have all the document and payment in full.

If we cannot contact the defendant on the first 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 ask you to have the courts reset the hearing date so we can try again

You will need to return the papers to OCPS within 30 Days or we will have to charge you an additional reset fee of up to full charge for the service.

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, you will be contacted to discuss other possible options of completing the service. This could possibly mean locating a 2nd address or doing a stakeout at an additional cost.

*Once service is completed, this office will provide you with a completed **PROOF OF SERVICE** form that **YOU MUST FILE WITH THE COURT** at least 5 days before the hearing date.*

OCPS Does Not File The PROOF of SERVICE 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. In most cases if the proof of service is not filed, 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 is no Refund. If The Case Should Settle or You Decide For Whatever Reason To Cancel the Service Fee Can Not Be Refunded Due To Processing Costs. There Is No Guarantee That OCPS Will Be Able To Complete The Service.