



GRI
 CA. LIC. PI 28059
 P.O. Box 212967
 Chula Vista, CA 91921
 Direct: (619) 216-9009
 Email: ps@gricg.com

PROCESS SERVER FEES - 2019

SERVICE	FEE
SAME DAY (Service of Process)	\$150.00
RUSH (Service of Process) within 24hours	\$100.00
BASIC CIVIL, FAMILY LAW, SMALL CLAIMS: (Service of Process) 3 Attempts, 1 Address, Prep and Filing of Proof of Service to court by mail.	\$75.00
UNLAWFUL DETAINER - (3-day Notice, Summons) 3 Attempts, 1 Address, Preparation & Filing of POS by mail. (Rush: add \$35)	\$95.00
SPECIAL HANDLING: Jail/Prison, Military Base, Rural – 1 Attempt, Preparation & Filing of POS by mail.	\$150.00
RESTRAINING ORDERS (Restraining orders-DV, TRO, EPO) 3 Attempts, 1 Address, Prep & Filing of POS by mail.	\$150.00
WALK-IN COURT FILING OF PROOF OF SERVICE South-Bay, El Cajon, (Central & Vista \$75.00)	\$25.00 (\$75.00)
STAKE-OUT/WAITING FEE (Per Hour) For residential, business or work place.	\$75.00 hr
CHANGE OF ADDRESS/2ND ADDRESS REQUEST (Used when client adds another address for service attempts.)	\$25.00
MULTIPLE PERSON SERVE AT SAME ADDRESS (Add on to base Service of Process Fee per person)	\$10.00
SKIPTRACE/PERSON LOCATE (Database Search Only- One name with Date of Birth)	\$125.00
PERSON LOCATE INVESTIGATION – Open Source, Legal, Civil, Criminal (No information on person other than name.)	\$375.00
DUE DILIGENCE DECLARATION (Used with Substitution of Service)	\$35.00
USPS P.O. BOX FORWARDING REQUEST Used to obtain addresses for service of process.	\$50.00
SURVEILLANCE (Used to locate subject through investigative means & information.)	\$125.00 hr.



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SERVICE OF PROCESS PROCEDURES

Thank you for choosing our agency to serve your important legal documents. Please fill out the request form below. Once completed, you may email, fax or mail your documents to our office for service. You may pay by credit card, check or money order. We accept all major credit cards. Our basic price of \$75.00 includes 3- 5 day service with 3 attempts per address or location. (Restraining orders & Unlawful Detainer matters extra). We charge \$15.00 for each additional attempt thereafter. Same day service fee is \$150.00. Let us know if the party you wish serve is evasive or has been difficult to serve in the past. Once we serve the documents, we will contact you and prepare the Proof of Service for filing. Please call **(619) 216-9009** for any questions. We take all major credit cards.

TO EMAIL:

- 1) Fill out and sign the Service of Process Request Form below.
- 2) Fill out the Credit Card Authorization Form.
- 3) Download, sign and scan all court documents and forms in PDF Format and email as attachments to ps@gricg.com

TO FAX:

- 1) Fill out and sign the Service of Process Request Form below.
- 2) Fill out the Credit Card Authorization Form.
- 3) Fax all court documents and forms to **(866) 601-1050**.
- 4) Call (619) 216-9009 to confirm receipt.

TO MAIL:

- 1) Make copies of your documents for your records.
- 2) Fill out and sign the Service of Process Request Form below.
- 3) Make check or money order payable to **GRI CONSULTING GROUP** or fill out Credit Card Authorization Form or Call our office to make a payment by credit card.
- 4) Send documents by mail to:

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RUSH NON-RUSH

SERVICE OF PROCESS REQUEST AGREEMENT

CLIENT NAME: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Phone:(_____) _____ Fax:(_____) _____
 Email: _____

SERVICE BY DATE: _____ **LAST DAY TO SERVE:** _____

Plaintiff/Petitioner Name Vs Defendant/Respondent Name

Court Case # _____ Court Name _____

LIST OF DOCUMENTS TO BE SERVED: As you want them to appear on the Proof of Service.

Summons Complaint Plaintiff's Claim & Order Order to Show Cause
 Other: _____

PARTY TO BE SERVED: *(Name must be EXACTLY the same as listed on the document which is to be served. Also include agent's name if serving s corporation)*

Name: _____
 Home Address: _____ Work Address: _____
 City & Zip _____ City & Zip _____
 Indicate best time(s) to serve party: _____
 Race: _____ Age: _____ Ht: _____ WT: _____
 Vehicle plate & Description: _____
 Any additional information on party to be served: _____

CLIENT SIGNATURE: _____ **DATE:** _____



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CREDIT CARD AUTHORIZATION FORM

Today's date: _____/_____/_____

I: _____

As the individual card holder or company representative, I hereby authorize **GRI CONSULTING GROUP** to use this card for the required payment of fees for investigative or process server fees.

CREDIT CARD INFORMATION:

Name as it appears on the Card:

Type of Card: VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Credit Card # _____ - _____ - _____ - _____

Expiration Date _____/_____

Security Code BACK of Visa OR Master Card: (3 digits) _____

Security Code FRONT of Amex Card: (4 digits) _____

AUTHORIZED PAYMENT AMOUNT: \$ _____

CREDIT CARD BILLING ADDRESS:

Street:

City: _____ State: _____ Zip Code: _____

Telephone: (_____) _____

Cardholder or Company Representatives Signature: _____

Date: _____/_____/_____