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Instructions for Foreign Service from US and Canada

- A. From your Jurisdiction (Home court or “Lex fori”), verify the following,
1. Confirm which document(s) have to be served exactly¹.
 2. Verify if service must be completed on an “Original” or by “True Copy”².
 3. Check if there is a form of preference as “Proof of service” or “Affidavit of Service”³.
 4. Send us a cover letter or a request for Service in English.

Note: You do not need to translate the documents nor the use of an Apostille.

- B. Then Scan your documents to PDF format and send us the package by email⁴ to delacuetaraj@yahoo.es unless service must be completed on originals. Verify you have included;
1. RFS form or Cover letter with instructions, mandate and representation for service
 2. Documents to be served, where each page is numbered indicating total pages.
 3. “Proof of Service of preference” form to be legalized, otherwise we will use a standard one⁵.

- C. Payment is in advance, either by Credit Card using [Paypal](#) or by [Bank transfer](#)
1. See the fees for Individuals and Corporations on our [Prices list](#)
 2. Service on “Collect on delivery from defendant” is possible only when accepted by defendant, in divorce cases 50 % is always accepted in mutual agreements.
 3. Transfer us 100% of the service fee, there will be no extra expenses.

- D. Problems and extra cost originated or cause by wrong information supply to us:
- a. When servicing Corporations, it must be to their “Registered Mercantile Address”, of preference to “Registered Officials” or to the “legal department”, only persons who are authorized to engage the Corporate responsibility. If you have already an address in your documents and that address is not correct, we will serve to that address and to the Correct “Mercantile address” these are considered two different services and therefore your cost will be double., so please verify the exact address or Consult us.

 - b. If the address of service supplied to serve an individual is wrong, we will “Trace and find” and serve both addresses and if the individual is not found, after three fail attempts, twice, we will issue an “Attempted and failed service of process affidavit”. Or at your discretion we will complete a “Substitute” service to an adult over 18 living in the address given.

1Please ask your Attorney first, if he/she has any questions contact us, it will be an honor to assist a foreign colleague by email or by telephone and give him our credential and references.

2 If you need to service on an original from the court, in general with their stamp, please send two originals by certified mail (UPS,FEDEX.DHL) to the address we will give you.

3 In general, all States and Provinces accept any form of “Proof of Service”, except for California, please feel free to send us your preferred form.

4 Please send documents in pdf format

5 Notarization, Legalization or Authentication of the “Proof of Service Affidavit” is by the Consulate's Notary Public. The use of a local notary is unnecessary and requires translations of document