



INTERNATIONAL PROCESS SERVING INFORMATION BOOKLET!

————— FREE —————

Hague and Inter-American Convention Experts

The International Process Serving Experts

JudicialSupport.com/Intl



Your Guide to Serving Legal Documents Internationally

This booklet will provide you with a step by step outline of the process we guide our clients through.

You'll be In GOOD COMPANY

Among thousands of other clients around the world...

 GreenbergTraurig

 PHILLIPS LANIER, PLLC
ATTORNEYS AT LAW

 ReedSmith

 BECKER &
POLIAKOFF
Legal and Business Strategists

 THE LAW OFFICES OF
SEAN M. CLEARY

 SEQUOR LAW

What We Do

We offer world class international litigation support services to a wide range of elite clientele around the world. Our team of experts provide end-to-end solutions and services custom tailored for law firms, corporations and individuals that require the highest attention to their cases.

Since 2000 we have served some of the worlds largest organizations including many AMLaw100 law firms. Our core competence is offering international service process, and translations.

What You'll Learn

Throughout this booklet you will find the information you need to make an intelligent decision when moving forward with your case. International Service of Process can be complicated at a quick glance. Our intention for creating this booklet was to guide you through a seamless process.

Simply follow the numbered areas in order and take action wherever required. Keep in mind that we offer free consultations to answer specific questions or issues you may have. Let us know how we can help you achieve your goals internationally.

Quick Introduction

when seeking to serve legal documents internationally there are various options. Your legal documents can be served under what is called the Hague Service Convention, Inter-American Convention, or Letters Of Rogatory through the State Department.

The method of service that you decide to use to deliver the legal documents varies based on which country the documents are going to. In addition, the speed of delivery which you require also plays a role in this decision.



Steps 1-6

1. Decide on which category your case falls in: Hague Service Convention, Inter-American Convention or Letters of Rogatory.
2. Send us your documents by email so we can review and provide quote.
3. We will provide a detailed response email with strategy and process.
4. Client submits payment by credit card or check.
5. We prepare application and translation (if necessary).
6. We ship documents and package abroad for service.

The Address

When serving legal documents abroad you want to confirm the address you are going to deliver the documents to is a proper address for service.

If serving a corporation you can Google and investigate the proper address and if necessary contact the company directly. If serving an individual it is necessary that you provide the correct address and that the full address is listed on the Summons. Any problem or deficiency with the address may result in a non-service.

Turnaround Time

When serving through the Hague Convention Treaty-the normal turnaround time is between 2-6 months depending on the country where the defendant is being served. This turnaround time depends solely on the country. For example, to serve in Canada usually it could take 2 months, on the other hand, to serve in China it can take 6 months. This turnaround time depends on the process of that specific country.

When serving under the Inter-American Convention - the process can take from 3-9 months. The extensive amount of time that is necessary under this convention is because the Central Authority forwards the Request for Service application to the Court that has jurisdiction over the defendant.

The diplomatic channels of forwarding and processing your application is more extensive.

When serving Letters of Rogatory through the State Department - this process can take up to 1 year. This process is the most extensive and requires many offices that will review your application for service. This process is necessary when the defendants you are trying to serve are in a country that is not a member to either conventions. Your Letters of Rogatory will be reviewed by the State Department, the Embassy in the foreign country, the Ministry of Foreign Affairs and the Court in that specific country.

Type Of Case

Our team of experts in serving legal documents internationally can assist with serving your legal documents abroad. We can assist with serving mostly all legal documents filed in Courts in the United States. From Civil, Family and Probate matters -- our staff can guide you through this process. Our familiarity with the Central Authority abroad can ease the process since we are familiar with their internal rules and regulations.



CIVIL

- ▶ Litigation
- ▶ Employment Litigation
- ▶ Commercial Litigation
- ▶ Personal Injury
- ▶ Medical Malpractice
- ▶ Professional Liability
- ▶ Breach of Contract
- ▶ Product Liability
- ▶ Mortgage Foreclosure
- ▶ Maritime Litigation



FAMILY

- ▶ Divorce
- ▶ Annulments
- ▶ Spousal Support
- ▶ Child Custody
- ▶ Child Support
- ▶ Separation
- ▶ Pre/Postnuptial Agreements
- ▶ Dependency law
- ▶ Visitation
- ▶ Guardianships
- ▶ Elder Law



OTHER

- ▶ Whistleblowers Lawsuits
- ▶ Business Litigation
- ▶ Bad Faith Insurance
- ▶ Employment Labor Law
- ▶ Consumer Fraud
- ▶ Sexual Harassment
- ▶ Legal Malpractice
- ▶ Discrimination

“ IF YOUR DEFENDANT IS LOCATED ABROAD
WE CAN SERVE ANY CASE FILED IN THE USA. ”

One Important Tip!

You should note that if you are litigating for monetary damages, the only route to serve your legal documents is through the Hague Service Convention, Inter-American Convention or Letters of Rogatory method. Certain countries allow delivery by a private process server but your judgment will not be enforceable. To get started review the table below that will help you identify what service type will suit you best based on your needs and budget.

DISCLAIMER: We are experts at serving legal documents abroad, however as a process serving company we do not provide any legal advice.

What's Included	Service Types			
	Hague	Inter American	Private Server	Letters Of Rogatory
Affidavit Of Service	Yes	Yes	Yes	Yes
Consular Authenticated	No	No	Yes	Yes
Hague Compliance	Yes	No	No	No
Conventions Article 10	Yes	Yes	No	No
Mailing	No	No	Yes	No
Instructions Accepted	No	No	Yes	No
Follow Up Phone Calls + E-Mails	Yes	Yes	Yes	Yes

Call 1-800-852-5002
For A Litigation Support Consultation!

Hague Service Convention Countries

Albania	Denmark	South Korea	Saint Vincent and the Grenadines
Andorra	Egypt	Kuwait	San Marino
Antigua and Barbuda (UK)	England (UK)	Latvia	Scotland (UK)
Argentina	Estonia	Lithuania	Serbia
Australia	Falkland Islands & Dependencies (UK)	London (UK)	Seychelles
Bahamas	Finland	Luxembourg	Slovakia
Barbados	France	Macedonia	Slovenia
Belarus	Germany	Malawi	Spain
Belgium	Gibraltar (UK)	Malta	Sri Lanka
Belize	Greece	Mexico	St. Helena and Dependencies (UK)
Bermuda (UK)	Guernsey (UK)	Moldova	Sweden
Bosnia and Herzegovina	Holland (Netherlands)	Monaco	Switzerland
Botswana	Hong Kong	Montserrat (UK)	Tunisia
British Virgin Islands (UK)	Hungary	Morocco	Turkey
Bulgaria	Iceland	Netherlands (Holland)	Turks and Caicos Islands (UK)
Canada	India	Northern Ireland (UK)	Ukraine
Cayman Islands (UK)	Ireland	Norway	United States
China	Isle of Man (UK)	Pakistan	Venezuela
Colombia	Israel	Pitcairn (UK)	Vietnam
Costa Rica	Italy	Poland	Wales (UK)
Croatia	Jersey (UK)	Portugal	
Cyprus	Japan	Romania	
Czech Republic		Russian Federation	

Inter-American Convention Countries

Argentina	Ecuador	Paraguay	Venezuela
Brazil	Guatemala	Peru	
Chile	Mexico	United States	
Colombia	Panama	Uruguay	

Pricing

Hague Service Convention \$450	Inter-American Convention \$997	Private Process Server \$1,200 & UP
Letters of Rogatory \$997	Translations Please request a free quote	

Country Not Listed?

If the country where you need to serve legal documents is not listed above then it can most likely only be served by using a private process server or Letters of Rogatory. Call us at 1-800-852-5002 for a free in-depth consultation.

Translations

Generally there is one additional service you will need when serving legal documents internationally. Certified translations are required for those countries where the official language is not English. Even though your party may speak English when serving defendants in a foreign country, a translation is necessary because the Central Authority and the courts will review your documents in the official language. Our team of international legal translators will ensure that your documents get translated properly.

Send us your documents in digital format and we will provide you with a quick competitive proposal. We will beat or match any legal translation competitors pricing, just ask.

What You Need (Checklist)

In order to begin the serving process we would need the following:

- ▶ Two sets of the full documents being served (if paying by credit card we will use scanned documents)
- ▶ Summons directed to defendant and issued by the court
- ▶ Complaint (with exhibits--if applicable)
- ▶ A brief summary of the case (2-3 sentences would be sufficient)
- ▶ Cover letter to us with the following information: Name and address of defendant, Name of Judge assigned to matter, address to the court where the answer is due and your FedEx or UPS account number
- ▶ Payment in full payable to Judicial Process and Support, Inc.

Enforcement Of Judgment

If you are litigating for monetary damages, the only method to serve your legal documents is by following the Hague Convention, Inter-American Convention or Letters of Rogatory methods. If you serve process by mail or private process server your judgment will not be enforceable.

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“YOUR INTERNATIONAL
SERVICE OF PROCESS PARTNER”

We help you serve legal documents
anywhere around the world!



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