

ORDER FORM

Maricopa County Process Service, PLLC

Email: orders@mcpsaz.com or Fax: 888.811.0814

Phone: 602.424.7474



Your Information:

Your Full Name: _____

Email(s) for status updates: _____

Phone Number: _____

Mailing Address: _____

Person to be Served:

Full Name: _____

Address for Service: _____

OPTIONAL SUBJECT INFORMATION:

Physical Description (Age, Race, Sex, Weight, Height, Facial Hair, Tattoos, Glasses, etc:)

Vehicle Description: _____

Work Hours/Days: _____

Best Days/Time(s) to Attempt: _____

Notes: _____

Terms of Service

Fees: The fee quoted pertains to one address only. Any additional or alternate address provided for service shall incur a separate fee. This separate fee applies even in the circumstance of a job being “non-served” after just one attempt. If a bad address is provided for any reason, an alternate address requires an additional service fee.

Return of Service / Return of Non-Service: In the event of successful service of legal documents originating from an Arizona court, Maricopa County Process Service, PLLC ("MCPS") shall execute a Return of Service (also known as "ROS," "Affidavit," or "Proof of Service") and file it with the appropriate Arizona court, either in person or via mail, as dictated by the court's location. A filed copy will be transmitted to the Client via email upon receipt from the court. In the event the subject cannot be served ("non-served"), the Client shall receive a signed Return of Non-Service ("RONS") for their records. Returns of Non-Service are not filed with the courts.

AZ Methods of Service:

Many Arizona legal documents may be “sub-served” during a residential attempt, provided it is, in fact, the actual residence of the person being served. Sub-service permits documents to be left with any co-occupant aged fourteen (14) years or older. If an individual is being served at their place of employment, they must be personally served (direct delivery to the individual). When serving a company, the registered agent or authorized agent must be served. See the following website to find registered agent information: <https://ecorp.azcc.gov/EntitySearch/Index>

Non-Service after Three Attempts: MCPS shall undertake a maximum of three (3) attempts at varied times and days of the week, unless circumstances described in Section below necessitate the cessation of attempts sooner. Likewise, if the server is unable to make contact with a resident or is unable to effect service after the set # of attempts, the service will be deemed “non-served,” and Client will receive a signed Return of Non-Service (“RONS”) for their records.

Examples for Non-Service Prior to Completion of 3 Attempts (Non-Refundable):

The following examples are some, but not all, of the conditions that may result in non-service prior to the completion of three (3) attempts; no refunds will be issued in such circumstances:

Subject Not a Resident - If any occupant of the residence states that the subject is not a resident, or if the address is not occupied, further attempts will be discontinued, and a signed RONS will be provided.

Denial of Identity - If a person denies being the Subject of service, further attempts will be discontinued, and a signed RONS will be provided. **Exception for Photo Identification:* If a photograph of the subject is provided to MCPS prior to the first attempt, and the server can identify the resident as the subject in the photo, the server may “drop-serve” (announce service within earshot and leave documents where the subject can retrieve them). The photograph MUST be provided in advance; post-attempt provision of a photo will not result in a renewed attempt if residency was denied.

Physical Threats - If at any point, the server’s safety is in question, attempts will cease and a signed RONS will be provided.

No Access to Subject due to Security - If the provided address is protected by security personnel (e.g., in a gated and guarded community, a residential building with security, or a place of employment

with security), and access to the person or property is denied by security, attempts will be discontinued, and a signed RONS will be provided. Likewise, If the subject is being served at their place of employment, and the company refuses service on its property, attempts will be discontinued, and a RONS will be provided.

Limited Access to Residence - If the address presents significant access challenges (e.g., gated community, locked driveway, dogs in the front yard), the server will make reasonable efforts to gain access (e.g., following another vehicle into a gated community, but will not wait more than 5-10 minutes at a gate; honking horn outside a residence with a locked gate). Attempts will continue for up to three (3) times, provided the server is not trespassing per posted signage or in danger.

Maricopa County Process Service, PLLC uses private process servers who are registered in an Arizona county as current officers of the court and is committed to providing quality and timely service. We will make every effort to ensure each service is handled with due diligence and professionalism.

By signing below, the Client acknowledges that they have read, understand, and agree to the terms of service stated above.

Signature:_____

Print Name:_____

Date:_____