

## Client request for service of process

Requested by: \_\_\_\_\_ Firm: \_\_\_\_\_

No. of parties to be served: \_\_\_\_\_ Date: \_\_\_\_\_

Client Reference #: \_\_\_\_\_

Papers are to be served on what basis?     Same Day Rush     Rush     Routine

Papers are to be filed in what courthouse?     Dade     Broward     Palm Beach     Other

● Comments:

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**Estimations for Service of Process:**

Routine

- \*Most Miami-Dade papers are typically **attempted** within one to three business days.
- \*Most Broward papers are typically **attempted** within one to three business days.
- \*Most Palm Beach papers are typically **attempted** within one to three business days.
- \*Outside tri-county routine service papers typically take between seven to ten business days to serve unless special arrangements are made. (e.g., FedEx)

Rush

A rush service is typically defined as same or next day service and is handled with priority by our offices. Please call our office should you need a more accurate answer, as this can be location specific.

Same Day Rush

Rushes can be served the same day given, however, it is necessary to call our office to discuss location and timing.

Other Information

It is very important that should you ever need special care taken for a paper or ever have special instructions for a paper, please let us know. Additionally, all the information you have regarding service is always greatly appreciated and desired.

Service of process is not permitted by law on Sundays.