

How to hire a Process Server to serve court and legal papers

If you are involved in a court case or legal process, you may need to hire a process server. A process server is trained to hand deliver important legal documents to their intended recipient. You may wonder why you can't simply send these documents in the post? Using a process server will ensure that the recipient cannot claim ignorance or that they haven't received the legal papers. Post can get lost in transit and people can move home a process server will track down the recipient and obtain proof of delivery to ensure this doesn't happen.

If you need a process server, how can you hire one and what must you consider when making a choice? The following guide explains how you can hire the services of a professional process server:

Choosing a Process Server

Before you start the process of hiring a process server, you should ensure you are fully prepared and confident in your choice. A process server offers a specific service, but within this service, the terms and conditions could vary greatly from each company to the next. The following is a comprehensive checklist of the "job specifics" that you should be aware of:

How does the Process Server charge clients i.e. is it a fixed fee or "per attempt" basis?

- Does the Process Server provide an unlimited number of delivery attempts, if not, how many?
- What geographical locations does the Process Server cover?
- Is there a fixed price per area or does their fee cover any UK destination?
- What method of proof will the process server obtain when delivering your documents?
- What information do you need to provide to the process server?

Once you are 100% clear on the above pointers and requirements, you should then search for reviews of the process server. Use Google to find previous customer reviews and check the website of the firm. Reading actual reviews allows you to formulate an opinion of the ability of your potential process server and check their reliability.

Hiring a Process Server

Now that you have discovered the fine points of the service provided, scoured the web for positive reviews, and settled on a trusted process server, you can now instigate the procedure and start the ball rolling. First and foremost, you should contact the process server or legal firm, agree on a contract and establish a rapport.

Once you have done this, you should then scan, email or hand deliver your legal documents to the process server – ensure the documents are clear and legible, and that all relevant information is included. To help the process server in their work, you should also provide as much information as possible about the respondent. Consider including their place of work and occupation, their home address, their immediate family details and any past failed attempts at serving.

Other useful information to provide could include their weekly routine and habits such as any hobbies they have or any locations they regularly visit. Do they go to a gym? Do they take a particular route to their place of work? Is there a local shop they visit? The more information you can provide, the quicker your process server can deliver your documents. If you feel a piece of information may appear trivial, give it anyway – it could turn out to be a vital link to your target.

Now that you have provided the legal documents and a substantial amount of information relating to your target, your chosen process server can set to work immediately. Be sure to maintain regular contact and check on their progress – they may need additional information or clarification on some of the details you have provided. All you can do now is play the waiting game as your process server works to track down the target and obtain proof of delivery of the legal documents.