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### Instructions for Foreign Service from US and Canada

A. Start from your Jurisdiction, verify the following;

1. Documents that have to be served<sup>1</sup>.
2. Verify if service must be completed on an “Original” or by “True Copy”<sup>2</sup>.
3. Check if there is a form of preference to use as “Proof of service” or “Affidavit of Service”<sup>3</sup>.

B. Then, scan your documents to PDF format and send them with the following package by email<sup>4</sup> to [delacuetaraj@yahoo.es](mailto:delacuetaraj@yahoo.es) Verify you have included;

1. Cover letter with your special instructions if any.
2. Documents to be served.
3. “Proof of Service of preference” otherwise we will use a standard one<sup>5</sup>.

### Service Conditions

C. Payment is in advance, either by Credit Card using [Paypal](#) or by [Bank transfer](#)<sup>6</sup>.

D. Cost and characteristics and contents of each type of service is specified on our [Price list](#).

E. **Extra cost will be charge if you give us wrong information:** Please note:

a. When servicing Corporations, service must be to their “Registered Mercantile Address” and of preference to a “Registered official”, to a “Competent official” or their “legal department”: those persons who are authorized to engage the corporate responsibility. Thereto, If you have already an address in your documents and that address is not correct, we will serve to that address even if it is wrong and then we will server to the correct “Officiam Mercantile address” these services are considered as **two different services** and therefore your cost will be double, so please complete “due diligence” to verify the exact address of service or [Consult us](#)

b. If the address of service supplied to serve an individual is wrong, we will issue an “Attempted and failed/Substitute service of process affidavit”.

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

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

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 but note it is better to custom made one for International Service.

4 Please send documents in pdf format only, do not us JPEG, JIFF or Bitmap

5 Notarization, Legalization or Authentication of “Proof of Service Affidavit” is by the Consulate's Notary Public or Officer.

The use of a local notary is completely unnecessary and requires translations of document. No need to Apostille.

6 Service for “Collect on delivery from defendant” is possible only when accepted by defendant. All contingency services require 33.33 % advance payment.