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Instructions for International Foreign Service by Art. 10 of the Hague Convention: E.E.C. To E.E.C.

A. Start from your Jurisdiction, verify the following;

1. Documents that have to be served¹.
2. Verify if service must be completed on an "Original" or by "True Copy"².
3. Check if there is a form of preference to use as "Proof of service" or "Affidavit of Service"³.
4. Ask your court for a mandate naming us as "Special Process Servers" by Article 10 of the Hague Convention.

B. Then, scan your documents to PDF format (download PDF Creator for free from <http://www.pdfforge.org>) and send the documents with the following package by email⁴ to delacuetaraj@yahoo.es (DO NOT FAX) Verify you have included;

1. Cover letter with your special instructions if any (Required evidence...).
2. Documents to be served.
3. "Proof of Service of preference" otherwise we will use a standard form⁵.

Service Conditions

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

D. Cost, 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. 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 serve to the correct "Official 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" with No refund.

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 credentials, 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". Please feel free to send us your preferred form of affidavit but note it is better to custom made one for International Private Service.

4 Please send documents in pdf format only, do not us Fax,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 but might required authentication by the Foreign Affairs department.

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