

SUBPOENA SERVER SERVICES INSTRUCTIONS FORM FORM B

PLEASE **DO NOT** FAX THIS FORM (Form B) OVER TO US, THIS FORM IS ONLY TO ASSIST YOU AND HELP YOU UNDERSTAND HOW TO SUBMIT YOUR PAPERS, MAKE A PAYMENT AND WHEN TO EXPECT SERVICE TO BE COMPLETED.

STEP #1: Download Form A

Step#2 : Fill it out clearly so we can read your hand writing, especially your phone Number & email address. No Missing fields, any missing fields will delay your papers from being put out to “serve”.

Step#3: Fax or Email your copies along with Form A as your cover page to: (718)785-9788

Email: mail@processnyc.com(any set over 10 pages must be emailed not Faxed over to us as a PDF attachment only!

Please Note: **DO NOT** fax over to us any additional cover pages, **FORM A** will be your only cover page.

Also: **DO NOT** include any blank affidavits of Service in your fax, we have all of the proper affidavits of service necessary to each case.

If there is a case that we think we might need if from you, we will contact you to fax it over.

Step#4: After your papers are faxed over or emailed you must contact us to confirm we have received them at: (646)721-2960

Step#5: Once we have your papers we will then send you a payment link on to your email address.

Step#6 From your email address please submit a Debit/Credit or Pay Pal Payment.

Step#7 Once payment is received you are all set.

Please Allow us full 5 business days before contacting to ask for status not including the day received.

Also please Note: if papers were submitted and payment at a later date, you must allow us 5 business days from the time payment was submitted.

At Subpoena Server Services we would like to welcome you aboard and sincerely thank you for your business