

**INDIVIDUALS PRO-SE:**

**BE SURE TO FOLLOW ALL THE STEPS BELOW**

1. Please scroll to the bottom, download Form A  
(be sure to click on the Black Arrow ONLY to the right side of the attachment as this will open PDF)
2. Fill out all fields in the form typing in ONLY on your computer  
(no hand writing please, hand written Form A will result in you having to do this form over)
3. After form had been filled out, please print and hand sign section 7 agreeing to terms & conditions  
[www.processnyc.com/terms-conditions](http://www.processnyc.com/terms-conditions)
4. Leave section 6(credit card information blank)
5. Make check payable too: "Subpoena Server Services"
6. Please ship USPS or FEDEX with USPS tracking numbers **only**
7. For your protection please be sure that your shipment has a tracking number even sending regular mail (USPS Priority mail with tracking numbers preferred)

**NO CERTIFIED MAIL PLEASE**

**IMPORTANT**

Please be sure to wave the signature on delivery, this will only delay your process in having your papers served

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**Please notify us of shipment at (718)825-8444 immediately after shipping**

**Please ship to:**

Subpoena Server Services

PO Box 323

Planetarium Station

New York, NY 10024-0323

**Please scroll down to the bottom and download the above shipping instructions in PDF format for printing purposes for your convenience**