



### **Process Service:**

Please provide all documents via e-mail. We will provide a response e-mail confirming receipt. If you require your document(s) to be served by a particular date please specify in your email. In addition, if the affidavit or proof of service is required by a certain date please be sure to include this in your email. Please note, this could affect the price that you were originally quoted.

**Please note:** We are not responsible for ensuring that you receive your documents timely unless you indicate in writing and provide us with the necessary fees for postage.

### **Corporate Service:**

- Serving any individual when substituted service is allowed:
- Routine Service: (10days including Saturday)
- Nassau County/Western Suffolk \$75.00
- Suffolk (East of Route 112 – West Hampton) \$85.00
- East of West Hampton - Riverhead \$95.00
- East of Riverhead/Montauk \$115.00
  - Additional recipients at the same address: \$12.00

### **Family Court Service:**

- Motions, Petitions & Citations/Summons \$85.00
  - Please submit all documents to be served 7-10 days before the serve-by date. If not, there will be an additional \$35.00 rush service fee.

### **In hand/Personal Service:**

\$50.00 - Additional

- Document(s) to be served ONLY to the individual requested.

### **Landlord-Tenant Eviction Services:**

- 10-14 or 30-day Notice: \$75.00 (Depending on location)
- Notice of Petition & Petition: \$90.00 (Depending on location)
- **\*Documents should be submitted no later than 7-days before the serve-by date. All late documents will be served on a rush basis and an additional \$35.00 will be added to the original service fee\***
- Additional tenants listed on notice: \$15.00
- Includes required first-class & certified mailings to tenants
- Included filing your notarized affidavit with the courthouse.



**Queens, Kings, Manhattan & Bronx:**

- Subpoenas (Routine) \$90.00
  - State Agencies: \$90.00
  - Corporations: \$90.00
  - Summons and Complaints: \$105.00
- Order to Show Cause, Matrimonial  
Motions, Petitions & Family Court Citations.

**Bronx and Richmond County:**

- Summons & Complaints \$95.00
  - Corporations: \$95.00
  - Summons and Complaints: \$125.00
- Order to Show Cause, Matrimonial  
Motions, Petitions & Family Court Citations.

**\*\*Please note, Landlord Tenant Prices may vary depending on the Borough\*\***

**Other Locations:**

- Westchester County
  - Below Route 287 \$115.00 (not including tolls).
  - Above Route 287 \$130.00 (not including tolls).
- Upstate New York \$130.00 (not including tolls)
- Rockland County \$135.00 (not including tolls).
- Putnam County \$135.00 (not including tolls).
- New Jersey \$145.00 (not including tolls).

**NY Secretary of State:** \$115.00

**All other Services:**

- Filing Affidavit of Service: \$20.00 – Add.
- For same day (rush) service \$55.00 – Add.
- Expedited Service 24-48hrs prices start at \$35.00 depending on the location.
- Document Retrieval: \$115.00
- Notary Services: \$10.00
- Court Record Research: \$85.00 (Per hour)
- Skip Trace Search: \$45.00

Please contact our office via: 631-626-1229 regarding Investigation/Surveillance services offered and prices.