



# Checklist for Hiring a Process Server

Having your legal documents served is a very important part of the litigation process. Hiring the wrong process server could result in costly delays and even having your case dismissed. Below is a checklist to make hiring a process server a little easier.

## Locate

- Find a Trusted Process Server**  
Trusted networks are great because the process servers are pre-screened and you have someone to call outside of the server if there is an issue.

## Verify

- Verify License or Registration and Association Members**  
Not all states and counties require process servers to be licensed, so it's important to check.
- Ask if They Have an E&O Policy or Bond**  
Although not required in many states, some process servers are bonded and carry Errors and Omissions Insurance.
- Check Their Website**  
A company's website can help establish their legitimacy, and can give you more insight about the company and the people who will serve your papers
- Search for Internet Complaints**  
An internet search of the company's name and 'complaints' can reveal a lot about their history and if they have any unsatisfied former clients.
- Ask About Their Experience**  
Find out how long they have been in business, if they have an area of expertise, and what their success rate is. But beware, effectuating service 100% of the time isn't realistic.
- Ask for Recommendations**  
A trusted process server should have access to letters of recommendation and testimonials, which will give you great insight about their customer service.

## Fees

- Be Mindful of Price – You Get What You Pay For**  
\$45–\$70 is typical for a non-rush serve, depending on the area. It's fairly inexpensive when you consider the cost of gas, overhead, and what is being performed.

## Helpful Hints

- Give Specific Service Instructions**  
Be specific about the who, what, and where of your serve and your preferred method of receiving updates. This can help make the serve go more smoothly.
- Verify the Details and Get Them in Writing**  
Finalize the details of the service fee, additional fees, the number of attempts, court filing, deadlines and updates, and confirm with an email.
- Find Out How They Will Update You**  
There are many process serving software solutions that allow access, and is an easy way to get details and affidavits.
- Don't Send Them the Only Copy**  
It's important that you have copies for your own records, so make sure you keep copies of the paperwork for yourself.