

## 1 Service Times

### Regular Service

- 4 to 7 working days for completion of service/three attempts at service.
- 6 to 10 working days for return of affidavit.

### Rush Service

- Up to 3 working days for completion of service/three attempts at service.
- 4 to 7 working days for completion and return of affidavit.

## 2 Service and Affidavit Deadlines

To ensure that your service is completed and your documents are ready for your required court dates, we require the following two deadlines to be included on your instruction sheet:

- Deadline for Service
- Deadline for return of Affidavit

## 3 Available Types of Service

### Personal Service

- The documents are served to the defendant/respondent only.

### Service on Registered Office

- The documents are served to the registered office of the company/corporation. This option cannot be used for an individual.

### Service on an Adult member of the household

- The documents will be served on a member of the household over 18 years of age.

### Service to solicitor/lawyer

- The documents are served on the defendant's/respondent's lawyer or solicitor.

### Post Documents at the Door

- The documents will be left at the door of the address provided for service

### Substitutional Service

- A court order is required for Substitutional Service.

## 4 Service Costs

### Service Fees

Deposit	\$250
Service of Documents in town: Fee includes up to 3 attempt	\$150.00
Additional attempts at service for in town service	\$30.00 per attempt
Service of Documents out of town: Fee includes up to 3 attempts	\$180.00
Additional attempts at service for out of town service	\$60.00 per attempt
Additional parties served, "same time & same place service"	\$25.00 per party
Affidavit	\$35.00
Additional Affidavit if required	\$35.00 per affidavit
Rush Service	\$50.00

### Disbursements

Process Server Kilometers	\$0.95 per km
Notary Public fee	At Cost
Photocopies/Dividers	\$0.25 per page

**Vancouver** – 4508 Beedie Street, Burnaby, BC V5J 5L2

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<b>Name of Person(s)/Company to be Served</b> <b>Name:</b> _____ <b>Address:</b> _____ _____ <b>Phone:</b> _____ <b>2<sup>nd</sup> Person/Company</b> <b>Name:</b> _____ <b>Address:</b> _____ _____ <b>Phone:</b> _____	<input type="checkbox"/> <b>REGULAR Service</b> Deadline for Service _____ Deadline for Affidavit _____  <input type="checkbox"/> <b>RUSH Service (additional fees incurred)</b> Deadline for Service _____ Deadline for Affidavit _____
<b>Alternate location for service</b> <input type="checkbox"/> <b>Work</b> Name: _____ Address: _____ <input type="checkbox"/> <b>Other</b> _____ _____	<b>Service to be completed by</b> <input type="checkbox"/> Personal Service only <input type="checkbox"/> Service on Registered Office <input type="checkbox"/> Service to Adult at Household <input type="checkbox"/> Service to Solicitor/Lawyer <input type="checkbox"/> Post Documents at Door <input type="checkbox"/> Substitutional Service (Order Attached)
<b>Documents to be served</b> (if more documents, please list on attached page) 1. _____ _____ 2. _____ _____ 3. _____ _____	<b>Other / Special Instructions</b> _____ _____ _____ _____ _____

The Customer agrees to pay for all services performed and invoiced by Consolidated within 30 (thirty) days of the invoice date. The Customer agrees to pay to Consolidated interest on overdue amounts at the rate of 18% (eighteen percent) per annum, calculated annually, not in advance. The Customer grants a security interest in all of its present and after-acquired personal property to Consolidated to secure any or all amounts owed by the Customer to Consolidated. The Customer agrees to pay deposits or make other advance payments for civil enforcement services as may be requested by Consolidated.

**Date:** \_\_\_\_\_ **Your reference #:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Instructing Party (Legal Name of Company or Person):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Name (please print)**

***For CCE Office Use Only***

**CCE File #:** \_\_\_\_\_ **Process Server:** \_\_\_\_\_ **Date Opened:** \_\_\_\_\_