



## (Process Services & Litigation Support)

1011 S. Federal Highway, 2<sup>nd</sup> Floor, Hollywood, FL 33020

(954) 944-3900 Fax (954) 963-5186

[WWW.LRLUS](http://WWW.LRLUS)

### Services Offered

#### **E-Mailing & Pick Up of Service Documents:**

We accept service documents electronically via e-mail. Each package exceeding 25 pages may incur a small printing fee. Alternatively, we will gladly pick up all documents directly from the client's office. Pick-ups may be scheduled for specific days or an on-call basis free of charge. Pick-ups are offered to Local clients only.

#### **Service of Process:**

We offer three different levels of service to meet your demands while keeping the costs affordable for you or your client; Standard service is attempted within 48 hours, then at least every other day until completed. Rush service is attempted within 24 hours, then as frequently as possible until completed. Priority service is attempted as soon as humanly possible and as often as possible until completed. All service commitment times are pending any unforeseen issues.

#### **Stake outs / Waiting time:**

Stakeouts / waiting time are available upon request, billed per hour with a three hour minimum. Stakeouts are usually performed between 6:00am to 9:00am initially.

#### **Locates / Diligent Searches:**

L.R.I. offers the highest standard in locates and diligent searches. We handle each file with special care and take it personally when we cannot locate your subject. Research and inquiries are made with third party credit header reporting agencies, Department of Highway Safety & Motor Vehicles, Division of Driver Licenses, Department of Vital Statistics, Voter Registration Databases, National Social Security Death Index, Corporate and Fictitious name inquiries, U.S. Post Offices, Property records, Court records, Incarceration and Probation bureaus, Military Records, Internet and Phone directories as well as many more than we have room to list. Affidavits of Due and Diligent search are available upon request at an additional charge.

#### **Status update e-mails:**

If we are unable to made contact, we will provide information as to the condition of the property, results from inquiry of the neighbors or postal carrier, tag information for any vehicle, trailer or vessel present, status of the electricity or water at the property and any additional information the server was able to obtain on their attempts. The server will continue attempting service until further inquiry can dictate if additional steps might be required. In the event we are unable to effect service after a diligent effort, we might request permission to perform a stake out or locate to obtain a better address.

**In Loving Memory of Lenny Randall (1940 – 2002)**

L.R.I., Lance Randall and/or any of it's staff are not Attorneys, Lawyers or members of the Florida Bar Association and can not in any way practice law or provide legal advice. We do Work with many different Lawyers and Law Firms and can refer you to a legally licensed Professional that can and will provide you with Legal advice if need be.



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In the event your subject no longer resides at the property address provided, we will update you promptly and place the document on hold pending further instructions. Please reserve at least 10 business days from the hearing date when providing additional addresses so we have a reasonable opportunity to effect service and still give the subject 5 days' notice to appear. Anything less than that might require an upgrade to rush or priority service at an additional charge. All documents will be automatically non-served if no further instructions are given within 30 days from the date the document was placed on hold or in the event there is 5 days or less prior to the hearing date.

### **Completed e-mails:**

Upon completion, whether served or non-served a link to the PDF affidavit of service will be automatically e-mailed to your office along with the corresponding invoice and any scanned documents pertaining to the case. The link will be at the very bottom of the e-mail. Service returns or affidavits will be e-filed unless otherwise instructed not to.

### **Court Filing & Research:**

If E-Filing isn't mandatory in the specific jurisdiction, we will file all lawsuits in the appropriate counties, at the court's location specified by the client. Once filed, the case number, hearing, pre-trial or mediation information will be instantaneously e-mailed to you. Conformed copies will be dropped off to the client's office on the next daily pick up or sent via U.S. Mail. All local standard cases are delivered to the court for filing on the following business day after it was received. Non-Local standard cases may experience a filing delay due to shipping, handling and transit restrictions.

If you are filing multiple cases at the same time and those cases will have hearing, pre-trial or mediation dates we have you covered. We will group as many cases together as the clerks will allow and drop them off with a cover letter requesting that they all be assigned to the same docket.

File & issue only cases are charged a standard Service of Process fee for the specified geographical area and any additional cases or pleadings going to the same court's location that can be picked up and filed at the same time will be free of charge. Rush or Priority filings & issue only cases will be charged at the Rush or Priority service rate for that specified geographical area. Any request made for a same day pick up, file and issue will be considered Priority and must be called in before 2:00pm to allow time to pick up and get to the court. L.R.I. is not responsible for any refusal of the clerk to facilitate your filing request for any reason.

Court research and document retrieval will be billed at the standard service rate for that specified geographical area for the first 30 minutes, then additional hourly fees for each additional hour or any part thereof will be charged. Court copy fees and any costs will be in addition to the service charge. Rush & Priority service upgrades are available.

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### **Legal Courier or Recording of Documents:**

We offer courier services and would be glad to pick up your documents and have them delivered wherever they need to go, or can record them at the County Records department. Prices are billed at the standard service rate for that specified geographical area for the first 30 minutes, then additional charges per hour for each additional hour or any part thereof at the service rate for that specified geographical area. Recording fees, Doc Stamps, Certified Copy and any costs will be in addition to the service charge. Rush & Priority service upgrades are available upon request and are charged their specified rates for the specific geographical area.

### **Foreclosure & Sheriff's Sale Representation:**

We can attend and represent the Client in almost every County in the State of Florida. Sale packages must be in our office 7 days prior to the sale. Prices per sale vary depending on the county the sale will be held in. Charges will apply for any sale not canceled 24 hours prior to the sale time for Miami-Dade or Broward counties and 48 hours for any sale in any other county in FL.

## **Payment Policy**

### **Payment terms:**

Unless otherwise agreed by written contract or a Credit Card Authorization form permitting monthly auto debit is on file, pre-payment will be required for all initial service requests and should be provided at the time we receive your documents. We accept payment via check or credit card and accept Visa, MasterCard, American Express and Discover. Any additional addresses or services will be billed as a courtesy and are due upon receipt of the invoice. Please understand that this is how we keep our prices low and affordable for attorneys and law firms of all sizes.

Depending on the nature of your request, L.R.I. may advance fees on your behalf such as witness fees, clerk filing/issuance fees or Secretary of State/C.F.O. fees in an effort to expedite your request. In the event this becomes the case, said fees will be added to your invoice.

On the first of each month, a detailed statement will be sent out regarding any outstanding balance you or your firm may have. This balance must be paid prior to the 1<sup>st</sup> of the following month to avoid a \$5.00 late & administrative fee being assessed to each invoice. L.R.I. does not lend money and cannot bear the burden of financing your cases.

All services performed shall be considered to have been at the request of the actual attorney of record and said attorney may be considered liable for the payment of any outstanding balance for services rendered to him or her by L.R.I.

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In the event that L.R.I. must retain an attorney to file suit to collect any outstanding balance, L.R.I. shall be entitled to recovery of, but not limited to all court costs, service of process, attorney fees as well as interest at the highest rate allowable by then existing law, all of which shall relate back to the date each invoice became past due.

### **Memberships**

L.R.I. is an active member, in good standing with the Broward County Bar Association, South Broward Bar Association, Broward County Women's Lawyers Association, Better Business Bureau, Hollywood Chamber of Commerce as well as the Florida and National Associations of Professional Process Servers. We also actively participate in charity events such as the American Cancer Society and other community events throughout the year.

### **Guarantee Policy**

L.R.I. guarantees that it will make every effort to diligently attempt to serve your documents in the most professional manner in accordance with the State's laws where the process has originated from. L.R.I. does not guarantee that service will be effected upon your subject and the prices charged for service are for diligent attempts and an affidavit detailing such efforts. There are no refunds or credits for non-services. All sales are final and the use of our services is an automatic acceptance of these terms. In the event that service was not done properly or in accordance with the originating State's applicable laws and/or as requested in writing by your Firm, L.R.I. will gladly re-attempt service at the same address as previously provided free of charge.

### **Disclaimers**

Although we will do our best to complete the service in a timely fashion, we are not lawyers and have no idea when your cause of action expires, nor are we aware of when you were retained. L.R.I. is not responsible for any liabilities caused by the expiration of your statute of limitations or dismissal of your case for lack of action within 90 or 120 days from the filing date. Unforeseen circumstances which may include traffic, construction, and severe weather problems may hinder our ability to perform and may cause an unexpected delay in the filing and or service of your documents.

L.R.I. strongly urges you not to wait until the last minute to prepare your lawsuit for filing or service, leave several days room for error on anyone's part and govern yourself accordingly.

L.R.I. is fully Licensed, Bonded and Insured. We will gladly name you as an additional insured upon request. Certain restrictions apply.

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