

Service of Process Guide

This guide is a supplement to the “Case Initiations” and “Subsequent Filings” User Guides. Please review those guides for the full list of steps to File a New Case or File into an Existing Case.

Step 1: Selecting the Service Request Document Type

1. On the “Documents Tab”, select the document types and attach the documents that you want to file in your transaction
2. In addition to the other document types that you select and attach, you must select the document type “Service Request” and attach the document to request Service of Process.

7/25/23 12:41 PM EDT Case **Documents** Case Parties | Review & Submit

Attach Documents

Harry Benson vs John White VA Mock Fairfax Circuit Court

For each document, complete each field and click **Attach Document**. A (*) indicates a document originating or subsequent document; document types with no asterisk are valid subsequent documents.

Type *

Service Request

File *

Service Request.docx

Title *

Service Request

Maximum length of text is 510 characters

Access

Public

Public - These documents are electronically submitted and available for viewing by File & ServeXpress customers.

Attach Document ?

Step 2: Selecting Service of Process

1. On the "Review & Submit Tab", select the service of process you would like completed for this filing in the "Delivery Options" section.
2. Additional information for the types of Service of Process is available by clicking on the "i" icon. In addition to the other document types that you select and attach, you must select the document type "Service Request" and attach the document to request Service of Process.

7/25/23 12:46 PM EDT Case Documents Case Parties **Review & Submit**

Authorize Transaction
Harry Benson vs John White VA Mock Fairfax Circuit Court

Select an attorney to authorize this transaction.
Authorizing Attorney: Lawyer, Lucy

Delivery Options:

Service of Process Type: 1 2 i

Select
Sheriff
Private
Notary

Service of Process Type

Select the service of process you would like completed for this filing.

- Sheriff Service will include the Sheriff Fee as well as the copy fees.
- Other Service of Process Types will only include the copy fees. In this case, the Court will prepare the documents for the process servers to pick up at the courthouse.

Add billing reference. This reference will appear on the invoice.

3. Once you have selected the Service of Process type, select the documents to include in the Service of Process.
4. Enter the number of addresses requiring personal service in the "Parties/Address" field.
5. Additional information for "Parties/Address" is available by clicking on the "i" icon.
6. The fees will be automatically calculated and provided below (\$12 per document for Sheriff's/\$.50 per page for all delivery options).

Delivery Options:

Service of Process Type: Sheriff 3 4 5

Parties / Address

In order to determine how many service packets will be produced, the Court needs to know the parties and addresses for your service. One service packet will be created for each physical address requiring personal service. For example, if you are serving a married couple living at the same address, you can enter 2 in this field.

Selected Documents (2)

<input checked="" type="checkbox"/>	2 Document(s)		
<input checked="" type="checkbox"/>	Attached Document, 1 Pages		
	Document Type:	Service Request	Access: Public
	Document title:	Service Request	
<input checked="" type="checkbox"/>	Originating Document, 2 Pages		
	Document Type:	Complaint (\$ 0.00 - 49,999) (C)	Access: Public
	Document title:	Complaint	

Service of Process Fees: 6

Copy Fee:	\$ 3.00
Sheriff Service Fee:	\$48.00

Step 3: Adding Your Cover Letter

When requesting Service of Process, be sure to include a cover letter with specific direction of what pleading to serve, who to serve, and where to serve.

See an example cover letter below.



**Mock & Demo
Associates**

Lucy Lawyer
lucy@mockanddemo.com
13427 NE 15th Street
Bellevue, Washington 98005

August 4, 2023

Clerk of the Court
Fairfax County Circuit Court
4110 Chain Bridge Road
Fairfax, Virginia 2203

Re: FranConnect, LLC v. FBC Franchisin LLC
Case Number: CL-2023-0011324
Request for Private Process Service

Dear Clerk:

Please note that service for the above referenced case will be completed via private process server. We kindly request you notify our office when the documents are ready to be picked-up by contacting us at 555-555-1234.

Please serve the Complaint, and Production of Documents to BTD Franchising LLC, at 4110 Chain Bridge Road, Fairfax, VA 22030.

Please contact me if you need any additional information or if I may offer assistance to the Clerk's Office.

Sincerely,



Lucy Lawyer