

## 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 a cover letter (like the example included at the end of this guide) to request Service of Process.

2/5/23 4:53 PM MST **1 Documents** Sending Parties Service Add'l Recipients Review & Submit

**Attach Documents** Transaction ID: 71:

Harry Benson vs John White VA Mock Fairfax Circuit Court

For each document, complete each field and click **Attach Document**.

**Type \***  
Service Request

**Title \***  
Cover Letter requesting Service of Process  
Maximum length of text is 510 characters

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

**File \***  
Cover Letter.docx

**2 Attach Document** ?

**Attached Documents List**

ID	Document Type	Access	Conversion Status
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## 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. If you have not attached your cover letter with the document type "Service Request", this option will not be available.
2. Additional information for the types of Service of Process is available by clicking on the "i" icon.

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:** 1  
Service of Process Type: Select 2

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

**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.

3. Once you have selected the Service of Process type, select the documents to include in the Service of Process. Note that you should **not** select the Service Request document.
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 each address for the Sheriff's delivery/\$.50 per page for each address for all delivery options).

12/5/23 8:48 PM EST Documents Sending Parties Service Add'l Recipients **Review & Submit**

3 Service of Process Type: Sheriff 4 Parties/Address: 2 5

**Selected Documents (1)**

2 Document(s)			
<input checked="" type="checkbox"/>	Attached Document, 1 Pages	PDF Format   Original Format	
	Document Type: Complaint (\$ 0.00 - 49,999) (C)	Access: Public	Statutory Fee: \$126.00
	Document title: Complaint		
<input type="checkbox"/>	Attached Document, 1 Pages	PDF Format   Original Format	
	Document Type: Service Request	Access: Public	Statutory Fee: \$0.00
	Document title: Cover Letter for Service of Process		

**Service of Process Fees.**

Copy Fee:	\$ 1.00
Sheriff Service Fee:	\$24.00

## Example Cover Letter

Whenever you choose the Service Request document type, upload a cover letter with specific directions of what pleading to serve, who to serve, and where to serve.

See an example cover letter below.



**Mock & Demo  
Associates**

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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*

Lucy Lawyer