

CHRIS MacDONALD PROCESS SERVICE

PROCESS SERVERS & BAILIFFS

3045 ROBIE STREET, SUITE 201
HALIFAX, NOVA SCOTIA B3K 4P6
PH: 902-483-2929
EMAIL: cmps@ns.sympatico.ca
WEBSITE: cmpsns.com

INSTRUCTION SHEET

Your name/company:

Your address:

Your phone number:

Your email:

Name of the person(s) and/or company(s) you want served:

Type of document(s) to be served:

Where they reside/are located:

Where they work:

Description (include photo if available):

Other information that might help or assist us in locating and serving the individual(s). Phone numbers, emails, schedules, family, friends, associations and clubs, vehicle description/plates, etc.:

Please give us any further Instructions or comments you may have, such as: the documents need to be served personally, or on any adult at the residence; call first before serving; respondent may be aggressive, etc.:

Please tell us if you would like the sworn affidavit of service notarized OR commissioned

Method of return: courier regular mail filed at the court house

Please save, print and mail, or email form to us.

Thank you for allowing us to assist you!

