

# CHRIS MacDONALD PROCESS SERVICE

## PROCESS SERVERS & BAILIFFS

3045 ROBIE STREET, SUITE 201

HALIFAX, NOVA SCOTIA

B3K 4P6

PH: 902-483-2929

FAX: 902-835-8288

EMAIL: [cmps@ns.sympatico.ca](mailto:cmps@ns.sympatico.ca)

WEBSITE: [cmpsns.com](http://cmpsns.com)

## INSTRUCTION SHEET

(Please fill out and email back to [cmps@ns.sympatico.ca](mailto:cmps@ns.sympatico.ca))

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_

Name of the person(s) and/or company(s) you want served? \_\_\_\_\_

\_\_\_\_\_

Where are they located? \_\_\_\_\_

Where do they work? \_\_\_\_\_

Description (or photo) if available: \_\_\_\_\_

Do you have any other information to help or assist us in locating and serving the individual(s)?

Such as: phone #'s / email addresses; the kind of car they drive; their comings and goings etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like the affidavit of service notarized  or commissioned  ?

(NS residents need not answer this).

Do you want the affidavit of service returned to you by courier  or regular mail  or (if local) filed  at the court house?

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

Thank you for allowing us to assist you!