



DUCES **TECUM**
PROCESS SERVING

When Quality Matters



Mission Statement:

To provide the highest level of Service, Professionalism and Ethical Standards to the Service of Process, ensuring Due Process is obtained with each and every service we complete.



All Proofs of service:

- Will be completed in a timely manner.
- Comply with State Statutes.
- Will list all documents served.
- Will include any important comments relating to the service.
- Will be notarized when required by law or requested.



Example Proof of Service

RETURN OF SERVICE

State of Florida

County of Martin

Circuit Court

Case Number: 12-000-CA

Plaintiff:
John Doe,

vs.

Defendant:
Jane Doe.



MCD2013000306

For:
John Smith
Law Offices of John Smith
123 Main Street
Stuart, FL 10000

Received by Duces Tecum Process Serving on the 17th day of January, 2013 at 9:46 am to be served on Jane Doe, 555 1st Street, Stuart, FL 10000.

I, Troy A. McDonald, do hereby affirm that on the 19th day of January, 2013 at 9:47 am, I:

INDIVIDUAL/PERSONAL: served by delivering a true copy of the Summons/Complaint/Exhibit(s) to: Jane Doe at the address of: 123 Main Street, Stuart, FL 10000 with the date and hour of service endorsed thereon by me, and informed said person of the contents therein, in compliance with state statutes.

Military Status: Based on inquiry it was determined the person whom the process was directed is not in active military service of the United States.

Additional Information pertaining to this Service:
No longer at the given address. Located and served at a second address: 123 Main Street, Stuart, Florida 10000

I certify that I am over the age of 18, have no interest in the above action, and am a Certified Process Server, in good standing, in the Nineteenth Judicial Circuit in and for Martin, St. Lucie, Indian River and Okeechobee Counties. Pursuant to F.S. 92.525, "Under penalties of perjury, I declare that I have read the foregoing Return of Service and that the facts stated in it are true and correct" NO NOTARY REQUIRED PURSUANT TO F.S. 92.525 (2)

Troy A. McDonald
PS-99-1

Duces Tecum Process Serving
917 S.E. Central Parkway
Stuart, FL 34994
(772) 781-2092

Our Job Serial Number: MCD-2013000306

All Invoices:

- Will have the style of the Case and Case Number.
- The Name of the Individual or Entity Served.
- The Date of Service.
- The Charge for Service.
- Any Payments applied to the Invoice.



Example Invoice



INVOICE

Invoice #MCD-2013000306
2/21/2013

Original Date: 1/19/2013



John Smith
Law Offices of John Smith
123 Main Street
Stuart, FL 10000

Send Payments To:
Duces Tecum Process Serving
917 S.E. Central Parkway
Stuart, FL 34994
Phone: (772) 781-2092
Fax: (772) 286-3191
59-3502444

Case Number: Martin 12-000-CA

Plaintiff:
John Doe,

Defendant:
Jane Doe,

Received: 1/17/2013 Served: 1/19/2013 9:47 am INDIVIDUAL/PERSONAL
To be served on: Jane Doe

ITEMIZED LISTING

Line Item	Quantity	Price	Amount
Local Service	1.00	35.00	35.00
Local Service - Additional Addresses	1.00	35.00	35.00
TOTAL CHARGED:			\$70.00
01/17/2013	Check #555	Pre-Payment	70.00
BALANCE DUE:			\$0.00

Thank you for your business!

Comments pertaining to this Invoice:

No longer at the given address. Located and served at a second address: 123 Main Street, Stuart, Florida 10000

Terms: Net 15. A Finance charge of 1.5 % per month (Annual Percentage Rate of 18%) will be charged on all amounts past due. If it becomes necessary to collect the herein described sums, or any part thereof the purchaser of services agrees to pay all cost of collection thereof, including Attorney's fees. Invoices not objected to in writing within 30 days of the due date of the invoice will be deemed accepted. This acceptance includes all terms including the Attorney's fees provision.

Duces Tecum Process Serving uses advanced technology to keep you informed.

- E-Mailed Status Reports.
- E-Mailed Notification of Completed Service.
- On-Line Access



Example

Email Status Reports

▶ To: John Smith
Law Offices of John Smith

This is an automated message relating to:
Our Job Number: [2013000306](#)
Your Reference Number:
Party to be Served: Doe, Jane
Case Info: Florida Martin 12-000-CA
John Doe, vs.
Jane Doe,

Documents: Summons/Complaint/Exhibit(s)

Original Service Address: Jane Doe, 555 1st Street, Stuart, FL 10000

Latest Status: No longer at the given address. Located and served at a second address: 123 Main Street, Stuart, Florida 10000

Thank you,
Duces Tecum Process Serving
ducestecumprocess@gmail.com
Phone: [\(772\) 781-2092](tel:(772)781-2092)

More detailed status is available at www.duces-tecum.net

Example

Email Notification

Completed Service

▶ To: John Smith
Law Offices of John Smith

This is an automated message relating to:

Our Job Number: [2013000306](#)

Your Reference Number:

Party to be Served: Doe, Jane

Case Info: Florida Martin 12-000-CA

John Doe, vs.

Jane Doe,

Recipient was SERVED on Jan 19 2013 9:47AM

Type of Service: INDIVIDUAL/PERSONAL

Documents: Summons/Complaint/Exhibit(s)

Original Service Address: Jane Doe, 555 1st Street, Stuart, FL 10000

Service Details: INDIVIDUAL/PERSONAL: served by delivering a true copy of the Summons/Complaint/Exhibit(s) to: Jane Doe at the address of: 123 Main Street, Stuart, FL 10000 with the date and hour of service endorsed thereon by me, and informed said person of the contents therein, in compliance with state statutes.

Comments for Affidavit: No longer at the given address. Located and served at a second address: 123 Main Street, Stuart, Florida 10000

Attachments: [Link to Affidavit](#) [Link to Invoice](#)

Thank you,
Duces Tecum Process Serving
ducestecumprocess@gmail.com
Phone: [\(772\) 781-2092](tel:(772)781-2092)

More detailed status is available at www.duces-tecum.net

Example On-Line Access Dashboard

Web Status Dashboard

John Smith

Law Offices of John Smith

Log Out

Set as Start Page

STATUS

[Recent Jobs List](#)

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DUCES TECUM

PROCESS SERVING

772-781-2092

info@duces-tecum.com

www.duces-tecum.com