

About LPI

Since 1987, Legal Papers, Inc. has provided services of process throughout the State of Maryland, District of Columbia and Northern Virginia. Our customer service staff have years of experience and are ready to handle the most difficult cases. Our dependable process servers, investigative-type courier and affiliated detective agencies are linked by two-way radios, beepers, cellular phones, and are available for same day response to all client inquiries.



WHAT IS EXPECTED OF YOU:

Quality performance shows only 3 result types: **Served, Bad Address and Evading of Service.**

When a client requests service of process on a regular basis, physical attempts at the address(es) are made within 1 to 4 days. Once the case is Served, the following portion of the process server's worksheet is filled in:

Defendant/witness Actual Signature: _____

Address Service was Obtained: _____

Served Date: _____ and Time: _____

RACE: _____ SEX: _____ Height:~ _____ Weight:~ _____ Age:~ _____

Eyes:~ _____ Hair: _____ Scars\Marks\Tattoos: _____

(***Important: Failure to comply with all fields documented, results in "Processing Delays" or "No Pay")

If the location is found to be a Bad Address, the Mandatory Checklist of the following portion of the process server's worksheet is filled in:

Directory assistance (Phone to match address): _____

Find directions to the address: Fire Dept, Police Dept, Postmaster, MapQuest

The neighbors at the house or apartment complex stated: _____

The type of vehicles and tag#s observed at this address: _____

The current residence names are: _____

Relationship: _____ Years living here: _____ and stated: _____

Is the postmaster delivering mail in the defendant's name?: Yes or No

Whose name is on the mailbox or door: _____

What's the apartment complex name/phone: _____

The Rental Agent or property manager stated: _____

(***Important: Failure to comply with written documentation in all fields will result in "No Pay")

If a defendant is found to be Evasive, the following portion of the process server's worksheet is filled in:

First physical attempt Date/Time: _____

Written Details: _____

Second physical attempt Date/Time: _____

Written Details: _____

Third physical attempt Date/Time: _____

Written Details: _____

Fourth physical attempt Date/Time: _____

Written Details: _____

Fifth physical attempt Date/Time: _____

Written Details: _____

(***Hint: The job requires as many physical attempts as needed in order to obtain the completed results of: Served, Bad Address or Evasion)

Poor Performance of our process servers is constantly monitored to keep everyone in check, so our business operates properly. Our professional staff searches for the following warning signs, which can lead to an early termination of your services:

Attendance: Lack of showing up on the usual Tuesdays & Fridays; Cancel within an hour or less; "No Show".

Verbal Excuses:

"In 1 to 4 day period of attempting the address, I can't tell you if its: Served, Bad Address or Evasion"
(ie: The process server truthfully cannot confirm if the address is valid or non-current);

"There was no answer after 4 attempts at the defendant's home or the neighbors"
(ie: The process server couldn't give a physical description on the attempted home address);

"I couldn't get to the address in the past 4+ days" or "I never received or can't find the case"
(ie: We were given status by the same server just a few days ago and now had its 7+ days later);

"I mailed the case back and you should be getting it in a few days"
(ie: It expired 5+ days ago or was asked to be returned 5+ days ago)

Written/Documented Excuses:

"No answer, no one home; No answer no one home; No answer, hotline# label removed from door"
(ie: The process server writes this 3-5 times so they either never made the attempt or didn't bother to put much effort into the attempts at the address);

"I never made a physical attempt, just utilized the phone"
(ie: The process server is not making any effort to physically go to the address and may tip off the defendant);

"I forgot to fill in the Mandatory Checklist and/or the Written Details Section of my process server worksheet with the exact dates and times of attempts"
(ie: The process server is sitting on the case and never made any physical or phone attempts)