**DDG Discovery Detective Group A division of Discovery Groups, LLC**

Mail: **6501 East Greenway Parkway, Suite 103-500, Scottsdale, AZ 85254**  Telephone **(480) 946-7173** FAX **(480) 922-4656**

**PROCESS SERVICE AGREEMENT**

**UPON RECEIPT, PLEASE EXECUTE AND RETURN**

Date Retained: Click or tap to enter a date. Last day to serve:Click or tap to enter a date.

Paid minimum Process Service Fee on shopping cart yes no

Mailed or dropped off Check yes no  2 day hold on personal check

Please charge this Credit Card # Click or tap here to enter text. Exp. date Click or tap to enter a date.

Security codeClick or tap here to enter text. Client Name Click or tap here to enter text.

Client address & zip Click or tap here to enter text.

Client E-mail Click or tap here to enter text. Client Best Contact NumberClick or tap here to enter text.

1. This CASE AGREEMENT is made between **Discovery Detective Group**, hereinafter called **Discovery,** and

(your name) Click or tap here to enter text.hereinafter called **CLIENT**.

1. **Discovery** will endeavor to perform this assignment with due diligence and to the best interest of the **CLIENT**.
2. **CLIENT** will provide the agreed upon fee and **Discovery** **will endeavor to:** Serve court papers provided by Client.

Please give us as much details that you have, addresses, schedule, cars, what they look like….

1. **CLIENT** shall forward to **Discovery** at leasttwo (2) paper copies or (1) digital copies of the process to be served.
2. The minimum fee paid by **CLIENT** is non-refundable, and includes up to three service attempts at the provided address, and filing of an affidavit with the court.If the minimum paid is not correct because of distance or difficulty Client will be consulted**.**
3. **CLIENT** will provide an address where we will attempt to serve the **Subject.** If we are unable to serve**, Client** may authorize additional work by any written or verbally recorded instrument.
4. **If CLIENT** **authorizes additional work, CLIENT** agrees to be responsible for all balances beyond the initial requested funds paid. This may occur when the provided address is wrong, or the **Subject** is evading service, and a successful serve depends upon investigation, or an alternate method of service. Balances may include, but are not limited to: costs of notary, court filing, stakeout, surveillance, skip tracing, investigation, locates, photography, data acquisition, travel, mileage, photocopies, and affidavits of due diligence for service.
5. **CLIENT** shall disclose to **DISCOVERY** if they are a party to a restraining order from the person or entity being served, or if a person to be served is likely to be violent, or actively evading service.
6. Unless otherwise agreed in writing, **CLIENT** agrees to pay a four (4) hour minimum at $85.00 per hour, if **DISCOVERY** is placed on stand-by, on-call, called upon or required to testify telephonically, via the internet, in person, or by deposition or interrogatory.
7. When paying by credit card **CLIENT** agrees to pay the above total amount due and any extensions authorized ACCORDING TO ORIGINAL CARD HOLDER AGREEMENT. Retain copy for your records.
8. I HAVE READ and I UNDERSTAND this CASE AGREEMENT and agree to these provisions on behalf of myself and / or my firm, and the **CLIENT(S)** represented in this matter. I have retained a copy and I authorize my facsimile or digital signature to act as an original in this agreement if faxed or scan & e-mailed.

For **CLIENT**: Click or tap here to enter text. Date Click or tap to enter a date.

**Cardholder**:Click or tap here to enter text.Date Click or tap to enter a date.