

## FOREIGN SERVICE OF PROCESS

A helpful web site concerning the Hague Convention is [www.hcch.net](http://www.hcch.net). For information concerning service to countries who are not members of the Hague Convention, you may visit the State Department's web site <http://www.state.gov/countries/>. A list of the world's regions can be found there with telephone numbers that will connect you to persons who are experts in serving process to non-Hague countries.

The fee for filing a new civil case is \$350.00. Please see the Civil Case Check List for new case filing requirements.

To serve a Complaint, Amended Complaint or any subsequent Complaints through the Hague Convention, we require:

1. The original of the Complaint, Amended Complaint, etc.. The clerk will certify 2 copies from the original document. The fee is \$.50 per page and \$9.00 for each certification. If this document is already part of the court file, the clerk will make a certified copy of the original that is in the file.
2. If the defendant does not speak the English language, a translated copy of the Complaint, Amended Complaint, Exhibits and any supporting documents is required. The clerk will certify 2 copies of the original of this document. The fee is \$.50 per page and \$9.00 for each certification.
3. 3 completed Summons for each defendant.
4. 3 translated Summons for each defendant if the defendants are not English speaking.
5. A Notice of Process Server Form
6. The Translator's Affidavit.

An Apostille will be attached to the service documents. The fee for this document is \$9.00.

A Miscellaneous case must be opened when foreign service of the documents is required and service is to be effected either through the rules of the Hague Convention or by the direction of the Citizen's Consular Service and the documents are not a part of any civil matter filed in this court. The fee for opening a miscellaneous case is \$39.00. Two copies of the original documents will be made at \$.50 per page and certified at \$9.00 per document. The fee for an Apostille is \$9.00.