

Instructions for Private Serving of Subpoenas from Common law Countries (Hague Not Mandatory)

IMPORTANT: We recommend two options prior to hiring our services;

- 1. That a “Letter of Request” is addressed to the Central Authority parallel to our Private Service of the Subpoena; must be translated by a Certified Translator-Interpreter and it will take a while to be processed by the Central Authority in the foreign jurisdiction, in the meanwhile our Private Subpoena service might obtain immediate results that will be “Ratify” or “Confirm”.**
- 2. And/Or, that you obtain from your Court a “Mandate” or an “Order” naming us to serve abroad.**

INSTRUCTIONS:

A. From your Jurisdiction, verify and get the following;

1. Documents that compose the Subpoena and that have to be given to the addressee¹.
2. Obtain a mandate from your court assign us for this endeavor OR
3. Send us a complete copy set indicating all references of the “Letter of request”², if any.
4. Check if there is a form of preference to be use as “Evidence” or “Affidavit”³.
5. Prepare a Cover letter for the addressee indicating the contents of the subpoena, the Jurisdiction, Case number, time to respond and complete information about consequences of not responding in your Jurisdiction.
6. Please verify you have included a Cover letter to us with your special instructions if any.

B. If you do not need to serve an “Original”, then, scan your documents to PDF format only (Free PDF creator software can be downloaded from <http://www.pdfforge.org>) and send the documents by email⁴ (Don't FAX) to delacuetaraj@yahoo.es.

C. If you need to serve an “original” contact us so we can give you the address where you should send the documents by “Private Courier”. In the event of “Confidential Cases” we can personally pick up the documents in your office.

Service Conditions

C. Payment is in advance, either by Credit Card using [Paypal](#) or by [Bank transfer](#): If we are to Translate and prepare the “Letter of request” we require a funds provision equivalent to our service of Process Fees.

D. Cost, characteristics and contents of each type of private service is specified on our [Price list](#).

F. We will send you back an **Affidavit in English** Authenticated by your Consular representative and if it proceeds; the evidence required.

G. Please note that many addressees will respond voluntarily to the subpoena served and almost immediately by using our “return service” (Evidence that qualifies which can be sent by mail or taken personally to you): This EXTRA will be at your expense and will double your cost.

H. We can not force an addressee to answer a Subpoena but once the subpoena has been filed with the central Authority our Private Service will accelerate to a maximum the responses, from the addressee and from the Central Authority. We will follow up the Judicials Proceedings if we fail to obtain the evidence.

1 We can have the documents translated for you by a “Certified Translator Interpreter” and present the “Letter of Request” to the Central Authority, thereto, we will follow up the “Legal Procedure” as your legal representative in Europe and proceed to “Private delivery” if requested.

2 If we are processing the Subpoena for you, we need all possible information.

3 We can only issue a “Private document” or “Affidavit” Authenticated by the Consular representation.

4 If using our “Letter of request” service we need originals stamped and sealed by your court, no need to Apostille.