



# HARRIS INVESTIGATIONS

## Guide to Service of Process Terms

Business	Personal	Service Type	Explanation
X	X	Bad Address	The respondent no longer resides at the address. They sold the property They own the property but rent it out and there is a lease in place, etc.
X	X	Unsuccessful Attempt	An attempt to deliver was made, however no one was available. It was after business hours Respondent not present and it is required to be personal service only. If they call you or you call them. they need to be noted but they are not counted as your third attempt
X	X	Non-Service	An attempt to deliver was made, however no one was available. It was after business hours Respondent not present and it is required to be personal service only.
X		Authorized	The person receiving the documents for service is authorized to receive them on behalf of the company/business
X		Business	The documents were served to the owner of the business
X		Corporation	The documents were served to the corporation such as through their legal department,
X		Government Agency	Service to the Police, Courts, or any other government run organization, such as Children and Youth, Jails, etc.
X	X	Mail	You were requested to also mail a copy of the documents to the respondent after service or posting put the date and time mailed
	X	Personal/Individual	You successfully served the individual named as the respondent for the service
X	X	Posted	You post the documents on the door of the location in an envelope with the individual's name on the envelope and "PERSONAL AND CONFIDENTIAL" also written on the envelope. <b>You need client permission in writing to do so</b>
X		Registered Agent	A company who is contracted by businesses to receive documents on their behalf.
X		Substitute Service - Abode	Service to another individual, over the age of 18, other than the respondent at the individual's home (wife, daughter, parent, etc)
	X	Substitute Service - Personal	Service to another individual, over the age of 18, other than the respondent at the individual's home (wife, daughter, parent, etc)
X		Substitute Service - Business	Service to another individual, over the age of 18, other than the respondent at the individual's place of business (administrator, secretary, office manager, etc)