

# Process Serving Basics/Proofs of Service/How to Start a Process Serving Business Seminars

**Saturday March 23, 2019**

**Registration 9:30 AM**

**Process Serving Basics**

**10:00 AM – 12:30 PM**

**Affidavits and Proofs of Service/How to Start, Maintain, and Market a Process Serving Business**

**1:30 PM – 3:45 PM**

**Holiday Inn Express  
1650 El Camino Real  
Belmont, CA 94002**

Process Server Institute is conducting a **Process Serving Basics** seminar that will describe

- Personal Service
- Substituted Service
- Differences between service of state and federal lawsuits
- Opposing Counsel Services
- Subpoenas/Witness Fees
- Small Claims Service and Filing Rules
- Landlord/ Tenant Cases
  - 3/5/10/30/60 Day Notices
- Unlawful Detainer Services
  - Pre-Judgment Claim of Right to Possession documents
  - Posting Orders
- Trespass Law Relating to Process Servers
- Electronic Signatures
- Public Record Searches
- Database Searches
- Question/Answer

We will break for lunch and continue at 1:30 PM with a **Proof of Service Seminar/How to Start, Market, and Maintain a Process Serving Business Seminar.**

We will also be providing an intense overview of **The Registered Process Server's Guide to Service of Process** and the **Affidavits and Proofs of Requirements Guide**. You are encouraged to buy the books, and you may purchase them at a special 10% off seminar discount. These publications are invaluable tools to succeed as process server. We will show you how to use them.

*We accept VISA/MC/AMEX/PAYPAL/Cash*

**\$120.00**

**\$135 if paid after 3/18/19\***

**Seminar Handouts**

*(included with seminars)*

**\$28 each**

## Seminars Include

PowerPoint handouts, forms, and a Certificate of Attendance

*\*Late registrants will receive materials by mail after the event*

*4.5 Hours of PSI Continuing Education Credits*

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# Process Serving Basics/Proofs of Service/How to Start a Process Serving Business Seminars

## Proofs of Service Seminar

Process Server Institute is conducting an interactive seminar describing the proper preparation of proofs of service.

Attendees will be filling out proofs of service for:

### Summons

- Individual Defendant
  - Personal Service
  - Substituted Service
- Corporation
  - Personal Service
  - Substituted Service

### 3-day Notices

### Small Claims Court

- Claim of Plaintiff and Order

### Affidavits of Service requiring notarization

We'll cover preparation of a proof of service for summonses, and service on opposing counsel, and parties in small claims court.

A recent appellate court ruling may affect the sufficiency of proofs of service on tenants, so we will describe what happened in that case and what the court requires for proof of service of 3/30/60/90-day notices.

We will discuss the importance of personally signing declarations, and the laws governing perjury and forgery.

As a process server, your product is a properly prepared proof of service.

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## How to Start a Process Serving Business Seminar

Process Server Institute is conducting a concentrated seminar that will describe what you need to start, maintain, and market a successful process serving business –

- What you need to set it up
- Keeping track of your services and billings
- How much to charge for services
- The different types of ancillary services to offer
- Hiring employees vs. independent contractors
- How to get business, and
- How to get paid.