

**Incorporated Management Services Company**  
**Post Office Box 311736**  
**Atlanta, Georgia 31131**  
**(404) 699-2607**  
**SERVICE OF PROCESS SERVICES**

**Program Services**

1. Provide service of process which includes summons, subpoenas, eviction notices, etc. and evasive service
2. Document filing – pick up from attorney’s office and file all pleadings, petitions, etc with their respective courts and deliver filed stamped copies back to attorneys
3. Notary Public – notarized court and other documents such as verifications and affidavits
4. Physical Address Location – research and confirm a new address of an individual when provided with the old address
5. Full process for levies, writs and wage garnishments – prepare and process form documents from start to finish required to obtain writs, levies, and garnishments
6. Skip tracing – attempt to locate individuals through old addresses

**Fees**

- 1) **Service of Process** - Basic service of process - \$75.00 per service for Metro Atlanta Area
  - a) Monthly service contracts (Platinum Contract = \$500.00 per month) – ten services anywhere in Metro Atlanta (Metro Atlanta includes Fulton, Cobb, Clayton, Gwinnett and Dekalb)
  - b) Same day rush service add \$30.00 per service
  - c) Bad address – add \$50.00 if we locate and service to a good address;
  - d) Mileage for outside Metro Atlanta = .43 per round-trip mile – minimum add \$25.00 to basic service fee
- 2) **Document Filing**
  - a) \$35.00 inside the perimeter - \$55.00 outside the perimeter but inclusive of Metro Atlanta – other rates available for outside the Metro Atlanta area
  - b) Monthly retainer - \$250.00 – unlimited filings – pick up three times per week
- 3) **Notary Public** - 20.00 –
- 4) **Physical Address Location** - \$125.00
- 5) **Complete process of levies, garnishments and writs** - \$175.00 up to \$375.00
- 6) **Skip tracing** – start at \$75.00