

Process Serving Instructions

Jamaica Collection & Recovery Services Ltd – Process Services Department
56 Montgomery Avenue, Kingston 10. Tel: 876-908-2077, Fax 876-906-6334

Attorney:

Date:

Court:

Case No:

Phone: ()

Case Title:

Documents To Be Served:

**In the event substituted service is required,
please provide 2 sets of each document to be served.**

Last Date To Serve:

Payment Attached?

No ___ Yes ___ Amount \$ _____

Name of Party To Be Served:

**If service is upon a corporation or partnership, please
indicate name of partner, officer and title, or agent
for service.**

Home Address:

Phone: ()

Business Address:

Phone: ()

Direction to Individual or Business:

Physical Description:

Race: _____ Sex: _____ Age: _____ Eyes: _____ Hair: _____

Height: _____ Weight: _____

Other:

Standard Service:

Rush Service:

Priority Service:

Special Instructions:

(if any)