

UPDATED: 09/14/2023

Three levels of Service of Process are available:

Routine service: First attempt within 3 days, attempts every 1-3 days as able.

NEXT DAY service: First attempt by end of following day, daily attempts.**SAME DAY** service: First attempt same day received, daily attempts. †† Job must be received and accepted by 3PM CST. **PLEASE CALL**

	Routine	NEXT DAY	SAME DAY
Grayson County	\$70	\$95	\$120
Surrounding Texas Counties (Includes Collin, Cooke, Denton, Fannin, & Hunt Counties; does <u>NOT</u> include Oklahoma)	\$90	\$115	\$140
Other Areas	\$90 + mileage*	\$115 + mileage*	\$140 + mileage*

Service includes four (4) attempts (morning / midday / evening / Saturday) and one affidavit. Requesting additional attempts may result in a new service fee.

Service times are defined as follows:

Morning	7AM to 10AM	
Midday	10:01AM to 6PM	
Evening	6:01PM to 10PM	
Saturday	7AM to 10PM	(other times on a case-by-case basis)

Services are unavailable on the following days:

Any Sunday; Christmas Eve; Christmas Day; Thanksgiving; the day preceding Thanksgiving; New Year's Eve; New Year's Day; June 25th; August 3rd; August 25th.

REGISTERED AGENT SERVICE. Service is available on the five below listed registered agent companies for a flat fee of \$50. Print fees are also waived for services to these entities.

CT CORPORATION SYSTEM	1999 Bryan St, Ste 900, Dallas TX 75201
NATIONAL REGISTERED AGENTS INC.	1999 Bryan St, Ste 900, Dallas TX 75201
VCORP SERVICES, LLC	1999 Bryan St, Ste 900, Dallas TX 75201
COGENCY GLOBAL INC.	1601 Elm St, Ste 4360, Dallas TX 75201
BUSINESS FILINGS INCORPORATED	1999 Bryan St, Ste 900, Dallas TX 75201

PRINT FEE. No print fee will be charged for individual jobs 30 pages or less. Individual jobs exceeding 30 pages will be charged \$0.10 per page.

BAD ADDRESSES. If a service address is found to be bad and the client wishes to put the job on hold while a better address is sought, the job will be invoiced at that point and suspended from active attempts. At the end of 30 days, if no new service address has been provided, the job will be closed and an Affidavit of Due Diligence will be provided.

SUBSTITUTE SERVICE. If service isn't successful after four attempts and the service documents are eligible for subservice, the client may request an Affidavit in Support of Substitute Service. The job will be invoiced at that point and suspended from active attempts pending receipt of an approved Order for Substitute Service. Once the approved Order for Substitute Service is received, service will be executed in accordance with the Order, an Affidavit of Substitute Service will be provided, and the job will be invoiced for the additional affidavit.

APPOINTMENTS FOR SERVICE. If a servee coordinates to meet at a certain place and time to accept service and then fails to appear as promised, I will wait for 15 minutes at no additional charge. During that time I will attempt contact with the servee to determine status, and with the client to advise and get instructions on how long to wait, if at all. Any wait time beyond the first 15 minutes is billable at the rate of \$25 per every 30 minutes. Every effort will be made to determine the servee's status and keep client advised in real time.

PAYMENT. All jobs must be prepaid before service can commence. Once your job is received and processed, an invoice will be sent by email which can be paid online with a credit card, or a check mailed with an image of the check sent to TMS via email. Exceptions will be made for existing clients with an established good payment history with TMS.

Additional service addresses provided by client: \$30 per visited address.

Additional documents to same address: \$30 per additional return.

Skip trace/address research: \$50 (in addition to service fee) if successfully located.

Client-requested onsite standby: \$75/hour, 2-hour minimum.

Digital Service of Process/service by email: \$50 (no physical attempt made)

PRO SE service fee: \$50 (Service request made directly by Plaintiff/Petitioner)

E-File affidavit with the Court upon completion of service: \$15

Please indicate if this service is desired when submitting the job.

(E-file currently only available for TX, CA, FL, IL, IN, and MD courts)

Mobile Notary Services

\$40 trip fee, plus mileage*, plus \$6 per signature/seal.

Mileage fee is waived for services provided within the city of Sherman TX, and at Texoma Medical Center (Denison TX).

Delinquent Invoices

Invoices not paid within 30 days of receipt may incur a \$25 per month late fee until resolved.

YOUR SUBMISSION OF A JOB FOR SERVICE IMPLIES YOUR AGREEMENT WITH THESE TERMS. PLEASE CONTACT TMS WITH ANY QUESTIONS, CONCERNS, OR SPECIAL REQUESTS PRIOR TO APPROVING COMMENCEMENT OF SERVICE.

* 2023 IRS mileage rate \$0.655 per mile, measured from service address to 701 E. Peyton Street, Sherman TX 75090.