

L.c. ON No 26(03)  
L.c. A No 15(03)

The Permanent Bureau of the Hague Conference on Private International Law presents its compliments to the Diplomatic Missions of the Member States and to the National Organs and has the honour of informing them of the following:

**United States of America Central Authority  
under the Hague Convention of 15 November 1965 on the Service Abroad  
of Judicial and Extrajudicial Documents in Civil or Commercial Matters**

By communication dated 1 October 2002, the Department of Justice of the United States of America informed the Permanent Bureau that it was finalising an award to a private process server company to assume the duties of the United States Central Authority pursuant to Article 2 of the 1965 Hague Service Convention. On 24 October 2002, the Permanent Bureau brought this communication to the attention of all the Member States of the Hague Conference and the non-Member States Parties to the Convention.

By communication dated 15 April 2003, the Department of Justice of the United States of America informed the Permanent Bureau that the bidding procedure had been completed and that the contract had been awarded to **Process Forwarding International** of Seattle, Washington, USA (see the contact details below). This contract will *become effective on 1 June 2003, for a five-year period*. (The contract also encompasses service of process pursuant to the Inter-American Convention on Letters Rogatory and Letters Rogatory from non-Convention States.)

The Department of Justice of the United States of America emphasises that this procedure has *not* led to the formal designation of a new Central Authority, but rather to the outsourcing of the activities conducted by the Central Authority, which formally remains the Department of Justice.

2/...

To the Diplomatic Missions of the Member States  
To the National Organs

**Process Forwarding International** is the **ONLY** private process service company authorised to act on behalf of the United States Central Authority, in accordance with Articles 2-6 of the Convention, to receive requests for service from other Contacting States, proceed to serve the documents, and complete the certificate in the form annexed to the Convention. **Process Forwarding International** is responsible for the geographical coverage of its tasks in the following areas: the United States, Guam, American Samoa, Puerto Rico, U.S. Virgin Islands, and Northern Mariana. **Process Forwarding International** is required to ensure that all personnel are properly trained and experienced in the handling of process serving. Pursuant to the contract, there will be a fully functional office in the United States to perform all necessary work.

Personal service will be the preferred method used on all requests. In addition, **Process Forwarding International** is required to complete service of documents and the certificate for return to the foreign applicant *within six weeks* of receipt of the request.

If Central Authorities of the Contracting States are solicited by other private process server companies, they should be aware that **Process Forwarding International** is the **ONLY** company authorised to perform the duties of the U.S. Central Authority under the contract awarded by the Department of Justice.

Requests for service to be forwarded as of 1 June 2003 should be transmitted to **Process Forwarding International** (see the contact details below). Requests received by the U.S. Central Authority during the thirty days prior to the effective date of the new arrangement will be forwarded to **Process Forwarding International** for service free of charge. All pending requests for service received prior to the effective date will continue to be processed by the United States Department of Justice.

The contact details for the private process server company and the payment schedule for the five-year contract period, including methods of payment, are as follows:

**Process Forwarding International**

**910 5th Avenue**

**Seattle, WA 98104**

**USA**

Phone: +1 (206) 521 2979

Fax: +1 (206) 224 3410

E-mail: [info@hagueservice.net](mailto:info@hagueservice.net)

Website: <http://www.hagueservice.net>

**Service Fees: Payment must be in U.S. currency and paid in advance**

<b>Year</b>	<b>Description</b>	<b>Fees \$ US</b>
2003	Personal Service or Service by Mail (Hague Convention)	\$89
2003	Personal Service or Service by Mail (Letters Rogatory, non-convention)	\$89
2004	Personal Service or Service by Mail (Hague Convention)	\$91
2004	Personal Service or Service by Mail (Letters Rogatory, non-convention)	\$91
2005	Personal Service or Service by Mail (Hague Convention)	\$93
2005	Personal Service or Service by Mail (Letters Rogatory, non-convention)	\$93
2006-2007	Personal Service or Service by Mail (Hague Convention)	\$95
2006-2007	Personal Service or Service by Mail (Letters Rogatory, non-convention)	\$95

Payment Options: VISA/MasterCard & most international credit cards, Bank Transfers, International money orders & Government issued checks. All service requests unaccompanied by proper payment in the manner indicated above will be returned without processing.

Washington/The Hague, 15 April 2003

The Permanent Bureau avails itself of this opportunity to renew to the Diplomatic Missions of the Member States and to the National Organs an assurance of its highest consideration and esteem.

THE HAGUE, 16 April 2003