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| \$1,500 or less:                                 | \$30.00 |
| More than \$1,500 less than or equal to \$5,000: | \$50.00 |
| More than \$5,000 less than or equal to \$7,500: | \$75.00 |

| <b>Types of Service</b>                                 | <b>In-County</b> | <b>Out of County</b> |
|---|------------------|----------------------|
| Certified Mail/<br>Personal Service                     | 15 Days          | 20 Days              |
| Substitute Service                                      | 25 Days          | 30 Days              |
| Defendant's Claim                                       | 5 Days           | --                   |
| OEX (Personal Svc only by<br>Registered Process Server) | 10 Days          | --                   |

To figure out if proof of service is timely or not, subtract the number of days listed above from the trial date. The dates you are looking for on the Proof of Service are:

Certified Mail – Date Signed (Service is improper if defendant did not sign, someone else signed, or if signature is illegible). If no date on date of delivery, go by filed date on back.

Personal Service – Date server indicates claim was personally served.

Substitute Service – Date that server mailed copies of claim to party.

**Reminder - PROOF OF SERVICE MUST BE FILED AT LEAST FIVE (5) CALENDAR DAYS PRIOR TO COURT TRIALS ONLY. DOES NOT APPLY TO OEX'S.**