

GUARANTEED SUBPOENA SERVICE, INC.
Pro Se Client Acknowledgment & Service Agreement

Client Name: _____

Address: _____

Phone/Email: _____

Case Name/Caption: _____

Court/ Docket #: _____

1. No Legal Advice

I acknowledge that **Guaranteed Subpoena Service, Inc.** is **not a law firm** and its employees are **not attorneys**. I understand that I will **not receive legal advice**, guidance, or recommendations regarding my case, documents, or legal rights.

2. No Assistance with Legal Documents

I understand that Guaranted Subpoena Service, Inc. **does not prepare, complete, or review legal documents**. All documents provided for service have been completed by me or someone other than Guaranted Subpoena Service.

3. Client Responsibility for Instructions

I confirm that I am providing **all instructions for service of process**, including names, addresses, and methods of service. I understand that Guaranted Subpoena Service, Inc. is **acting solely on my instructions** and in accordance with the rules of court applicable thereto.

4. No Interference with Service

I agree that I will **not interfere with, direct, or participate in the service of process once it has been assigned**, including but not limited to contacting the subject of service during attempts or instructing the process server in real-time.

5. Service of Process Limitations

I understand that Guaranted Subpoena Service, Inc. **cannot guarantee successful service**, and outcomes depend on the accuracy of the information I provide and the circumstances encountered.

6. Payment Policy

I understand and agree that **all services must be paid in full prior to the commencement of service.**

If I request any **change, upgrade, or modification of service** after payment:

- I agree to pay any **additional costs** associated with such changes; or
- If the modification results in a lower cost, I will receive a **refund of the difference**, if applicable.

Any approved refund will be processed within **5 to 7 business days.**

7. Court Acceptance & Rejections

I acknowledge that Guaranteed Subpoena Service, Inc. is **not responsible for any court rejection** of documents, filings, or service, **unless such rejection is directly caused by an error in the execution of service of process.**

8. Compliance with Law

I understand that all services will be performed in accordance with applicable laws governing service of process in the relevant jurisdiction.

9. Indemnification

I agree to **hold harmless and indemnify** Guaranteed Subpoena Service, Inc., its employees, and agents from any claims, damages, or losses arising from:

- Incorrect or incomplete information I provide
- My misuse of legal procedures
- Any legal deficiencies in my documents or instructions

10. Acknowledgment

By signing below, I confirm that I have read, understood, and agree to all terms stated above.

Client Signature: _____ **Date:** _____

Printed Name: _____