MIAMI-DADE COUNTY

Effective October 2, 2026

Process Serving & Notices

ON RECORD

786-236-1401 | service@onrecordprocess.com

PROCESS SERVING	FIRST ATTEMPT / SCOPE	FEE
Routine service	Within 3 business days of acceptance	**$95**
Priority service	By the next business day after acceptance	**$145**
Same-day service	Availability and cutoff confirmed at acceptance	**$195**
Continued service	Up to 3 more attempts; same recipient and address. Routine timing; each round approved separately.	**$60**
Additional address	Routine timing; same recipient at a new address	**$95**

These tiers also apply to business/registered-agent service, civil subpoenas and eviction summonses. Required witness fees are separate and approved. Eligible eviction posting is included without an automatic surcharge only when statutory conditions and clerk-mailing requirements are met. Other or court-ordered posting is quoted after review.

Landlord notice delivery / posting — $60

One client-prepared residential notice, one address, one visit and documentation. Visit within 3 business days of acceptance; lawful delivery/posting only. Urgent service quoted separately. **This fee does not cover eviction summons service.**

Bulk / multiple-property notice delivery — Custom quote

Quoted by notice count, units, addresses, access requirements and deadline.

Stakeout for service of process — $100 / hour

Two-hour minimum ($200), plus the applicable service fee. Written approval and a spending limit are required. Time starts on arrival; after the minimum, billing is in 15-minute increments. Time is payable whether or not service succeeds.

SERVICE TERMS

Included. Process-serving tiers cover one named recipient at one address, up to three attempts as appropriate, updates, a return of service or non-service, and the first 100 printed pages. Additional pages are $0.10 each. Attempts stop once served; a confirmed bad address requires reassessment. Three attempts are our package, not a universal legal requirement. The $60 landlord-notice service includes one visit and the same printing allowance.

Scheduling. Timing starts after written acceptance, complete documents and instructions, and agreed payment arrangements. First-attempt targets do not guarantee completion. Methods and attempt times depend on the assignment and applicable law. Additional recipients are quoted separately.

Expenses. Ordinary local driving, SunPass/tolls and routine parking are included. Necessary venue admission and exceptional paid parking require advance approval and are charged at actual cost, without markup, with a receipt. Unusually distant or out-of-area travel is quoted before acceptance. Court filing, required witness fees, locating people and sheriff enforcement are excluded from service fees.

Payment & cancellation. New accounts prepay; net-15 terms for established firms require written approval. Fees cover attempts and documentation, including unsuccessful service. Before dispatch, refunds exclude documented, approved costs; after dispatch or the first attempt, the full service fee is due.