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### **Instructions for Direct Hague Service from US and Canada**

A. Start from your Jurisdiction, verify the following;

1. Documents to serve<sup>1</sup>.
2. Transfer the payment for the “Hague viability exam” and Remittance<sup>2</sup>.
3. Download and fill out the “[Hague service convention Affidavit](#)”<sup>3</sup>.

B. Then, scan your documents to PDF format only and send them by email<sup>4</sup> to:  
[delacuetaraj@yahoo.es](mailto:delacuetaraj@yahoo.es) with Carbon Copy to [delacuetara@yahoo.fr](mailto:delacuetara@yahoo.fr)  
Verify you have included;

1. Cover letter with your special instructions if any.
2. Documents to serve.
3. Completed “Hague Proof of Service Affidavit”<sup>5</sup>.

C. You will receive our Attorney's legal opinion about “Hague viability”, an estimate of the cost to translate the documents by a “Qualified and Non Qualified” Translator and “Turn Around Time”.

### **Service Conditions**

D. Once the budget is accepted, you must do Payment of service and translations in advance, either by Credit Card using [Paypal](#) or by [Bank transfer](#).

E. We can not be held responsible for:

1. Information in your documents
2. Delais of the Central Authority
3. Central Authority Reject of service
4. Refusal to accept Service by defendant
5. No refunds

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1 Please ask your Attorney first, if he/she has any questions to can contact us, it will be an honor to assist a foreign colleague by email or by telephone and give him our credential, references and briefing.

2 You can transfer the funds via <http://www.paypal.com> or pay to any of our Bank Accounts. This amount is not refundable but will be deducted from your final invoice of services if you need a Private Personal Service.

3 [http://www.hcch.net/upload/act\\_form14e.pdf](http://www.hcch.net/upload/act_form14e.pdf)

4 Please send documents in pdf format only, do not us JPEG, JIFF or Bitmap.

5 Legalization or Authentication of the “Proof of Service Affidavit” is by the Central Authority.