

## **SERVING LEGAL PAPERS AND PROCESS IN THE UNITED KINGDOM**

U.S. consular officers are prohibited by Federal regulations from serving legal process upon foreign nationals or companies, and are not allowed to appoint others to make such service.

We are required to serve certain forms of legal process, such as subpoenas and show-cause orders issued by Federal courts, upon U.S. citizens or permanent residents of the United States who are temporarily abroad, but we may do so only in the limited circumstances indicated by 28 USC 1783 and 1784 (see also Rule 45(e) of the Federal Rules of Criminal Procedure).

Service of legal process in England & Wales may be accomplished in one of the following ways:

- Service by registered mail
- Service by an agent such as a solicitor or process server
- Service in accordance with the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil and Commercial Matters.

**Service under the Hague Convention:** The requesting attorney should obtain, IN DUPLICATE, the Hague Convention Request for Service forms from any U.S. Marshal's office. Both copies must be signed by either a court official or attorney. The full name and address of the person or corporation upon whom service is to be made must be entered on the forms. The address of the receiving authority is: The Senior Master, Queen's Bench Division, Royal Courts of Justice, Strand, London WC2A 2LL.

If the application forms have been completed by a court official, they should be forwarded, in duplicate, directly to the Senior Master, together with two copies of the documents to be served. If the application forms have been completed and signed by the requesting attorney, they should be forwarded to the U.S. Embassy, American Citizen Services, 24 Grosvenor Square, London W1A 2LQ, for onward transmission to the Senior Master's office. The Senior Master will not accept requests for service directly from an attorney in the United States.

On completion of the service, the executed request will be returned to the requesting attorney by the Senior Master's office. There is no charge for service under the Hague Convention.

## LIST OF PROCESS SERVERS

This list is provided as a service to the public and does not constitute a recommendation by the U.S. Embassy. The Embassy cannot accept any responsibility for the professional ability or integrity of the persons whose names appear below. Fees are entirely a matter for agreement between the individual and the firm.

Cope & Partners  
Suite 53  
26 Charing Cross Road  
London WC2H 0DH  
Tel: 020-7836-1981  
Fax: 020-7836-9759  
Contact: John Butcher

Finlays Bureau of Investigation  
(this agency is for corporate business only)  
FBI House  
54 Church Road  
London SE19 2EU  
Tel: 020-8771-9511  
Fax: 020-8771-7142  
Contact: Roger Mann

Process Servers Limited  
4 Marylebone High Street  
London W1M 3PA  
Tel: 020-7486-2626  
Fax: 020-7935-4141  
Contact: Peter Dalimore

Douglas Associates Limited  
15 Mallows Green Road  
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