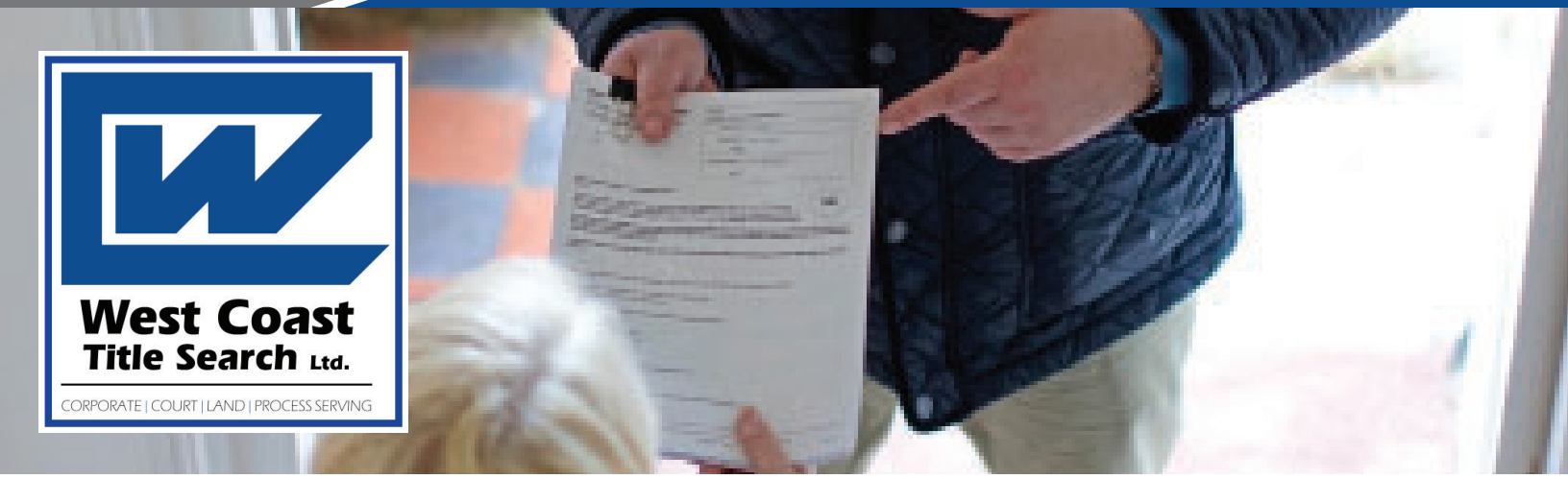
Process Serving



West Coast Title Search Ltd.

CORPORATE | COURT | LAND | PROCESS SERVING

West Coast Title Search Ltd. provides full process serving and skip tracing services. We have the only Flat Rate Process Serving Plan in Metro Vancouver, which includes prompt, reliable professional process serving with predictable up-front fee for basic services*. No mileage fees or fuel surcharges (in Metro Vancouver only).

Our Service Includes:

- **Each of our Process Servers has a dedicated service area**

  Our servers know their areas, not only geographically, but often the people as well. It's not unusual that we've served people more than once.

- **Regular Field Reports**
- **Service Confirmation Report upon completion**

  Immediately upon service... you'll know when the service is complete.

- **Completion of Affidavits**

  Affidavits of Service are reasonably straightforward. Detailed Affidavits of Attempted Service provide you with the best possible chance of obtaining an Order of Alternative Service should it be required. Service attempts are completed in such a way as to satisfy (as best we can) the "reasonable efforts" test used by the court.

What this means to YOU in plain English.

Kingsway, Kelowna or Kathmandu... We've got you covered!

Dedicated, resourceful staff in Metro Vancouver/Victoria, and trusted agents across the country and around the world.

No surprise invoicing!

Our Flat Rate Process Serving Plan™ means you know up front what it's going to cost.

For Process Serving in areas outside of Metro Vancouver, please contact us for a quote.

**Conditions Apply*

wcts.com | (604) 659-8750 | info@wcts.com

Vancouver • New Westminster • Victoria

THE FLAT RATE PROCESS SERVING PLAN

6 ATTEMPTS, NO MILEAGE OR FUEL SURCHARGES!*

This very popular plan includes prompt, reliable, professional process serving for a predictable up-front fee* for basic services which include mileage and confirmation of service.

ALL SINGLE PERSONAL SERVICES

(Or Attempted Services)

$140
Downtown Vancouver Core & New Westminster

$185
Coquitlam, Port Coquitlam, Port Moody, Delta, White Rock, Surrey, Langley (addresses west of 216th Street), & Maple Ridge (addresses west of 232nd Street)

$160
Outside Vancouver Core, Burnaby, North Vancouver, West Vancouver & Richmond

Please call for quote
Bowen Island, Lions Bay & Other Areas

*The Flat Rate Process Serving Plan™ includes up to 6 attempts for the fee shown above. An additional 3 attempts can be requested for 50% of original fee.

Rush Fees

Personal Service: 24hr Rush: $100 | 48hr Rush: $80 | 1 week Rush: $65
Company/Law Firm Service: Same Day Rush, rec'd after 12noon: $35 | 72hr Rush: $25
Note: Rush fees are charged in addition to service fees noted above and below.

Court Ordered Service (Electronic)

$70 Service in accordance with Court Order by electronic means, mail, facsimile, or newspaper publication. Physical alternative service billed at prevailing rates.

Vancouver & New Westminster

$75 Law Firms, BC Financial Services Authority, Registered Company Offices, Municipal and Provincial Government Offices, etc.

Other Local Service Areas

$89 Law Firms, Registered Company Offices, ICBC, all Federal, Municipal & Provincial Government Offices, etc.

Out-of-Area

Handling fee utilizing our agent network (plus courier and subcontracting fees)

Victoria	$75.00
Rest of BC	$80.00
Rest of Canada	$100.00
USA	$190.00
International	$280.00
Prepare AOS/COS	$46.50

Additional Party / Action

(SERVED AT THE SAME TIME)

Additional Party (each)	$57.00
Additional Action (each)	$29.00

Affidavits

Affidavit of Service (sworn, min.)	$55.00
Affidavit of Attempted Service (sworn, min.)	$80.00
Affidavit Notarization (min., plus exhibit fees)	$60.00
Affidavit (30 days or more after service, min.)	$82.50
Certificate of Service	$44.00

Locate

By various means (min.)	$61.00

Skip Tracing

Skip Trace locate in BC (min., plus disb.)	$405.00
Skip Trace attempt & AOAL (min., plus disb.)	$225.00

Miscellaneous

Cancel & Return (min.)	$34.00
Conduct Money (per $100)	$39.00
Document Scan (Sworn AOS/AOAS/COS)	$11.00
File Affidavit (if requested on service invoice - min.)	$35.00
Rush (min. - service or affidavit)	$25.00
Wait time (per 15 minutes)	$67.50

**Some Conditions Apply. Fees are subject to change without notice. E & O E. Effective March 1, 2026.*