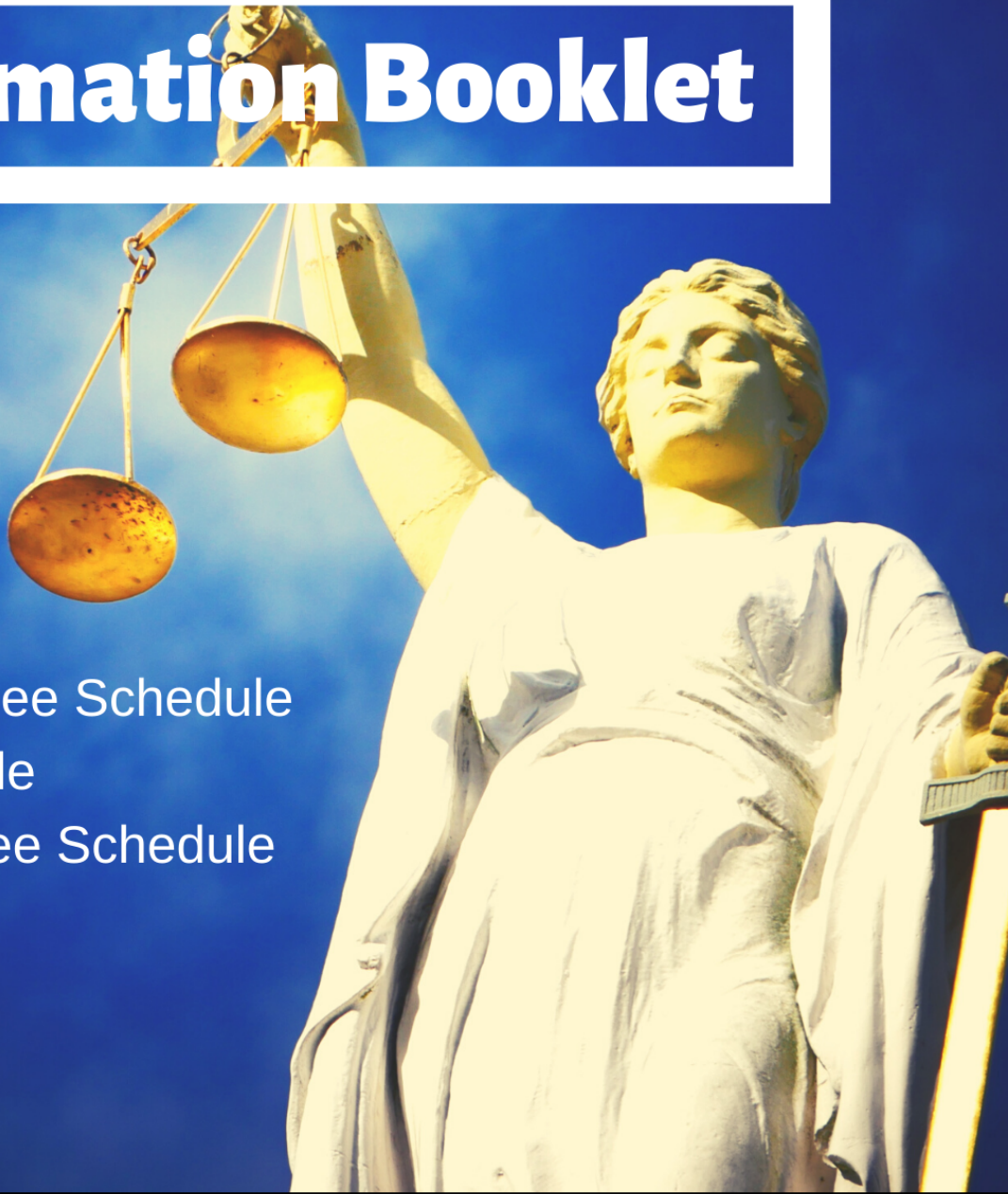




# SILVER DRAGON ATTORNEY SERVICE

## Information Booklet



- Process Service Fee Schedule
- Rush Fee Schedule
- Courier Service Fee Schedule
- Court Information
- Notary Services

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(714) 393-5152

[silverdragonattysvc@gmail.com](mailto:silverdragonattysvc@gmail.com)

2230 W. Chapman Ave. Suite 200  
Orange CA. 92868

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# SILVER DRAGON ATTORNEY SERVICE

2230 W. CHAPMAN AVE. SUITE 200 ORANGE CA. 92868  
P: (714) 393-5132 E: SILVERDRAGONATTYSVC@GMAIL.COM

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## STAKE OUT RATES

*\*TWO HOUR MINIMUM. \**

TIME	PRICES (HOURLY)
MONDAY - FRIDAY (9AM. - 9PM.)	\$95
SATURDAY - SUNDAY	\$105
HOLIDAYS	\$150
<b>SKIP TRACE - \$150 PER DEFENDANT</b>	

## COURIER/COURT REQUESTS

### ROUTINE

Orange County:	Within 3 court days
Los Angeles County:	Within 3 court days
Riverside County:	Within 3 court days
San Bernardino County:	Within 3 court days

### RUSH

Orange County:	Next court day or same day
Los Angeles County:	Next court day or same day
Riverside County:	Next court day or same day
San Bernardino County:	Next court day or same day

**\*ALL REQUESTS MUST BE RECIEVED BY NOON TO QUALIFY TO BE SAME DAY SUBJECT TO AVAILABILITY\***

## PROCESS SERVICE

<b>Routine:</b>	Served (or) attempted within business 3 days
<b>Rush:</b>	Served (or) attempted within business 1 day
<b>Direct Rush:</b>	Same day (or) within 4 hours from time received.

***\*If you have any questions about pricing please call our office.\****

## OTHER COURT FEES

<b>Wait Time:</b>	\$45.00 per hour
<b>Research Time:</b>	\$55.00 per hour
<b>Process Service Time:</b>	\$55.00 per hour

### Advance Fee Minimum

*Up to: \$5.00 N/C*  
*\$5.01 to \$100.00 10%*  
*\$36.01 to 100.00 10%*  
*\$100.01 and up 15%*

**SPECIAL:** Must be served at a specific day and/or specific time (or) must be served within 4 hours or on a holiday

***\*EXCLUDES PROCESS SERVICE REQUESTS RECEIVED IN ADVANCE FOR A LATER DATE (BUT NOT FOR A SPECIFIC TIME)\****



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## PROCESS SERVICE REQUESTS (5 ATTEMPTS)

*Price rates for bad addresses can't be rolled over to new addresses. No exceptions!*

COUNTY	PRICE	FIRST ATTEMPT MADE:
Orange County	\$75.00 - \$85.00	Within 72 Business Hours
Los Angeles County	\$90.00 - \$105.00	Within 72 Business Hours
Riverside County	\$90.00 - \$100.00	Within 72 Business Hours
San Bernardino County	\$95.00 - \$105.00	Within 72 Business Hours
San Diego County	\$95.00 - \$105.00	Within 72 Business Hours

## RUSH SERVICES

COUNTY	PRICE	FIRST ATTEMPT MADE:
Orange County	Add \$50.00	Next Court Day
Los Angeles County	Add \$60.00	Next Court Day
Riverside County	Add \$60.00	Next Court Day
San Bernardino County	Add \$60.00	Next Court Day
San Diego County	Add \$65.00	Next Court Day

## ADDITIONAL PAPER FEE

*Served at the same time at the same address.*

**35% discount for each additional paper served at the same time as 1st paper.**

*"Same Day Requests" double regular rate.*

## ADDITIONAL ATTEMPTS

Orange County: \$20.00	Riverside County: \$25.00
Los Angeles County: \$25.00	San Bernardino County: \$30.00
San Diego County: \$30.00	

*\*These prices are based on central cities in the above counties only. Fee may be slightly higher in other counties and states. Services in other areas and rural areas will incur an extra fee of \$10.00 - \$50.00.\**

*Should you have any questions, please call our office for exact prices.\**



# SILVER DRAGON ATTORNEY SERVICE

P.O. BOX 7454, ORANGE CA. 92863-7454

P: (714) 393-5132 E: SILVERDRAGONATTYSVC@GMAIL.COM

## **COURIER SERVICES REGULAR**

(WITHIN 3 BUSINESS DAYS)

<b>COUNTY</b>	<b>PRICE</b>
Orange County (Central)	\$40.00
Orange County (North, South, West)	\$50.00
Los Angeles (Central)	\$65.00
Los Angeles (North)	\$75.00
Riverside (Central)	\$75.00
Riverside (East & South)	\$80.00
San Bernardino (Central)	\$85.00
San Bernardino (North & East)	\$95.00

## **COURIER SERVICES RUSH**

(WITHIN 1 BUSINESS DAY OR SAME DAY IF RECEIVED BY 10AM)

<b>COUNTY</b>	<b>PRICE</b>
Orange County (Central)	\$65.00
Orange County (North, South, West)	\$75.00
Los Angeles (Central)	\$95.00
Los Angeles (North)	\$105.00
Riverside (Central)	\$95.00
Riverside (East & South)	\$135.00
San Bernardino (Central)	\$105.00
San Bernardino (North & East)	\$135.00

### **Direct Rush (within 4 hours) Add 50%**

*\*These prices are based pm regular size courier jobs. (Up to 1 file box)  
\$5.00 for each additional box. \$10.00 for each additional large box.\**

OF



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## ORANGE COUNTY RUSH FILING FEE SCHEDULE

*Wait time will be billed out at \$45.00 per hour.*

LOCATION	PRICE
<b>Central Justice Center</b> 700 Civic Center Drive West Santa Ana, CA. 92701	<b>\$60.00</b>
<b>Clerk - Recorder- County of Orange</b> 12 Civic Center Plaza, Room 101 Santa Ana, CA. 92701	<b>\$60.00</b>
<b>Complex Civil Center</b> 751 West Santa Ana Boulevard Santa Ana, CA. 92701	<b>\$60.00</b>
<b>Harbor Justice Center - Newport Beach</b> 4601 Jamboree Road Newport Beach, CA. 92660-2595	<b>\$70.00</b>
<b>Lamoreaux Justoce Center</b> 341 The City Drive Orange, CA. 92868-3209 (Pick up after route)	<b>\$60.00</b>
<b>North Justice Center</b> 1275 North Berkeley Avenue Fullerton, CA. 92832-1258	<b>\$60.00</b>
<b>Santa Ana - US Bankruptcy Court</b> 411 W. 4th Street #2030 Santa Ana, CA. 92701	<b>\$60.00</b>
<b>West Justice Center</b> 8141 13th Street Westminster, CA. 92683-4593	<b>\$60.00</b>

**Direct Rush - \$25 fee will be added**

*\*Please note the above prices DO NOT include wait time, or other costs (parking, advance of fees, etc).\**

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## LOS ANGELES COUNTY RUSH FILING FEE SCHEDULE

*Wait time will be billed out at \$45.00 per hour.*

LOCATION	PRICE
<b>Alhambra Courthouse</b> 150 West Commonwealth Avenue Alhambra, CA. 91801	<b>\$95.00</b>
<b>Bellflower Courthouse</b> 10025 East Flower Street Bellflower, CA. 90706	<b>\$90.00</b>
<b>Beverly Hills Courthouse</b> 9355 Burton Way Beverly Hills, CA. 90210	<b>\$95.00</b>
<b>Burbank Courthouse</b> 300 East Olive Avenue Burbank, CA. 91502	<b>\$105.00</b>
<b>Central Civil West Courthouse</b> 600 South Commonwealth Avenue Los Angeles, CA. 90005	<b>\$105.00</b>
<b>Chatsworth Courthouse</b> 9425 Penfield Avenue Chatsworth, CA. 91311	<b>\$120.00</b>
<b>Clerk - Recorder Los Angeles County</b> 12400 Imperial Highway Norwalk, CA. 90650	<b>\$90.00</b>
<b>Compton Courthouse</b> 200 West Compton Boulevard Compton, CA. 90220	<b>\$95.00</b>
<b>C.S.F. Criminal Justice Center</b> 210 West Temple Street Los Angeles, CA. 90012	<b>\$95.00</b>

***Direct Rush - \$50 fee will be added***

*\*Please note the above prices DO NOT include wait time, or other costs (parking, advance of fees, etc).\**



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## LOS ANGELES COUNTY RUSH FILING FEE SCHEDULE

*Wait time will be billed out at \$45.00 per hour.*

LOCATION	PRICE
<b>Downey Courthouse</b> 7500 East Imperial Highway Downey, CA. 90242	<b>\$90.00</b>
<b>East Los Angeles Courthouse</b> 4848 East Civic Center Way Los Angeles, CA. 90022	<b>\$95.00</b>
<b>El Monte Courthouse</b> 11234 East Valley Boulevard El Monte, CA. 91731	<b>\$90.00</b>
<b>Glendale Courthouse</b> 600 East Broadway Glendale, CA. 91206	<b>\$105.00</b>
<b>Hollywood Courthouse</b> 5925 Hollywood Boulevard Los Angeles, CA. 90028	<b>\$105.00</b>
<b>Huntington Park Courthouse</b> 6548 Miles Avenue Huntington Park, CA. 90255	<b>\$95.00</b>
<b>Inglewood Courthouse</b> One Regent Street Inglewood, CA. 90301	<b>\$95.00</b>
<b>Long Beach Courthouse</b> 275 Magnolia Avenue Long Beach, CA. 90802	<b>\$95.00</b>
<b>Los Angeles - U.S. Bankruptcy Court</b> 255 East Temple Street Room 940 Los Angeles, CA. 90012	<b>\$95.00</b>

***Direct Rush - \$50 fee will be added***

*\*Please note the above prices DO NOT include wait time, or other costs (parking, advance of fees, etc).\**



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## LOS ANGELES COUNTY RUSH FILING FEE SCHEDULE

*Wait time will be billed out at \$45.00 per hour.*

LOCATION	PRICE
<b>Malibu Courthouse</b> 23525 Civic Center Way Malibu, CA. 90265	<b>\$140.00</b>
<b>Metropolitan Courthouse</b> 1945 South Hill Street Los Angeles, CA. 90007	<b>\$95.00</b>
<b>Michael Antonovich Courthouse</b> 42011 4th Street West Lancaster, CA. 93534	<b>\$165.00</b>
<b>Norwalk Couthouse</b> 12720 Norwalk Boulevard Norwalk, CA. 90650	<b>\$90.00</b>
<b>Pasadena Courthouse</b> 300 East Walnut Avenue Oasadena, CA. 91101	<b>\$105.00</b>
<b>Pomona Courthouse North</b> 350 West Mission Boulevard Pomona, CA. 91766	<b>\$90.00</b>
<b>Pomona Courthouse South</b> 400 Civic Center Plaza Pomona, CA. 91766	<b>\$90.00</b>
<b>Redondo Beach Courthouse</b> 117 West Torrance Boulevard Redondo Beach, CA. 90277	<b>\$95.00</b>
<b>San Fernando Courthouse</b> 900 Third Street San Fernando, CA. 91340	<b>\$110.00</b>

***Direct Rush - \$50 fee will be added***

*\*Please note the above prices DO NOT include wait time, or other costs (parking, advance of fees, etc).\**



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## LOS ANGELES COUNTY RUSH FILING FEE SCHEDULE

*Wait time will be billed out at \$45.00 per hour.*

LOCATION	PRICE
<b>San Fernando Valley - U.S. Bankruptcy Court</b> 21041 Burbank Boulevard Woodland Hills, CA. 91367	<b>\$120.00</b>
<b>San Pedro Courthouse</b> 505 South Centre Street San Pedro, CA. 90731	<b>\$95.00</b>
<b>San Pedro Courthouse Annex</b> 638 South Beacon Street San Pedro, CA. 90731	<b>\$95.00</b>
<b>Santa Clarita Courthouse</b> 23747 West Valencia Boulevard Santa Clarita, CA. 91355	<b>\$125.00</b>
<b>Santa Monica Courthouse</b> 1725 Main Street Santa Monica, CA. 90401	<b>\$100.00</b>
<b>Stanley Mosk Courthouse</b> 110 North Grand Avenue Los Angeles, CA. 90012	<b>\$95.00</b>
<b>Stanley Mosk Courthouse</b> 111 North Hill Street Los Angeles, CA. 90012	<b>\$95.00</b>
<b>Torrance Courthouse</b> 825 Maple Avenue Torrance, CA. 90503	<b>\$95.00</b>

***Direct Rush - \$50 fee will be added***

*\*Please note the above prices DO NOT include wait time, or other costs (parking, advance of fees, etc).\**

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## LOS ANGELES COUNTY RUSH FILING FEE SCHEDULE

*Wait time will be billed out at \$45.00 per hour.*

LOCATION	PRICE
<b>Van Nuys Courthouse East</b> 6230 Sylmar Avenue Van Nuys, CA. 91401	<b>\$105.00</b>
<b>Van Nuys Courthouse West</b> 14400 Erwin Street Mall Van Nuys, CA. 91401	<b>\$105.00</b>
<b>West Covina Courthouse</b> 1427 West Covina Parkway West Covina, CA. 91790	<b>\$95.00</b>
<b>West Los Angeles Courthouse</b> 1633 Purdue Avenue Los Angeles, CA. 90025	<b>\$105.00</b>
<b>Whittier Courthouse</b> 7339 South Painter Avenue Whittier, CA. 90602	<b>\$95.00</b>

***Direct Rush - \$50 fee will be added***

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## RIVERSIDE COUNTY RUSH FILING FEE SCHEDULE

*Wait time will be billed out at \$45.00 per hour.*

LOCATION	PRICE
<b>Banning Court</b> 135 North Alessandro Road Banning, CA. 92220	<b>\$155.00</b>
<b>Blythe Court</b> 265 North Broadway Blythe, CA. 92225	<b>\$250.00</b>
<b>Clerk - Recorder - County of Riverside</b> 4080 Lemon Street 1st Floor Riverside, CA. 92502	<b>\$95.00</b>
<b>Hemet Court</b> 880 North State Street Hemet, CA. 92543	<b>\$150.00</b>
<b>Indio Larson Justice Center</b> 46200 Oasis Street Indio, CA. 92201	<b>\$200.00</b>
<b>Moreno Valley Court</b> 13800 Heacock Street Building D #201 Moreno Valley, CA. 92553	<b>\$140.00</b>

***Direct Rush - \$50 fee will be added***

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## RIVERSIDE COUNTY RUSH FILING FEE SCHEDULE

*Wait time will be billed out at \$45.00 per hour.*

LOCATION	PRICE
<b>Murrieta - Southwest Justice Center</b> 30755 D Auld Road Murrieta, CA. 92563	<b>\$150.00</b>
<b>Riverside - U.S. Bankruptcy Court</b> 3420 Twelfth Street Riverside, CA. 92501-3819	<b>\$95.00</b>
<b>Riverside Family Law Court</b> 4175 Main Street Riverside, CA. 92501	<b>\$95.00</b>
<b>Riverside Hall of Justice</b> 4100 Main Street Riverside, CA. 92501	<b>\$95.00</b>
<b>Riverside Historic Courthouse</b> 4050 Main Street Riverside, CA. 92501	<b>\$95.00</b>
<b>Temecula Court</b> 41002 County Center Drive #100 Temecula, CA. 92591	<b>\$150.00</b>

***Direct Rush - \$50 fee will be added***

*\*Please note the above prices DO NOT include wait time, or other costs (parking, advance of fees, etc).\**



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## SAN BERNARDINO RUSH FILING FEE SCHEDULE

*Wait time will be billed out at \$45.00 per hour.*

LOCATION	PRICE
<b>Barstow Courthouse</b> 235 East Mountain View Avenue Barstow, CA. 92311	<b>\$275.00</b>
<b>Big Bear Courthouse</b> 477 Summit Boulevard Big Bear Lake, CA. 92315	<b>\$250.00</b>
<b>Chino Courthouse</b> 13260 Central Avenue Chino, CA. 91710	<b>\$95.00</b>
<b>Clerk - Recorder - County of San Bernardino</b> 222 West Hospitality Lane San Bernardino, CA. 92415-0022	<b>\$105.00</b>
<b>Fontana Courthouse</b> 17780 Arrow Boulevard Fontana, CA. 92335	<b>\$100.00</b>
<b>Joshua Tree Courthouse</b> 6527 White Feather Road Joshua Tree, CA. 92252	<b>\$275.00</b>

***Direct Rush - \$75 fee will be added***

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## SAN BERNARDINO RUSH FILING FEE SCHEDULE

*Wait time will be billed out at \$45.00 per hour.*

LOCATION	PRICE
<b>Needles Courthouse</b> 1111 Bailey Avenue Needles, CA. 92363	<b>\$325.00</b>
<b>Rancho Cucamonga Courthouse</b> 8303 North Haven Avenue Rancho Cucamonga, CA. 91730	<b>\$100.00</b>
<b>Redlands Courthouse</b> 216 Brookside Avenue Redlands, CA. 92373	<b>\$120.00</b>
<b>San Bernardino Courthouse</b> 351 North Arrowhead Avenue San Bernardino, CA. 92415	<b>\$105.00</b>
<b>Victorville Courthouse</b> 14455 Civic Drive Victorville, CA. 92392	<b>\$175.00</b>

***Direct Rush - \$75 fee will be added***

*\*Please note the above prices DO NOT include wait time, or other costs (parking, advance of fees, etc).\**



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## **NOTARY & MOBILE NOTARY SERVICES**

*\$15.00 per signature plus mileage if done outside the office.*

### **MILEAGE**

1 - 10 Miles:	Add \$20.00
11 - 20 Miles:	Add \$35.00
21 - 30 Miles:	Add \$50.00
31 - 40 Miles:	Add \$75.00
41 or more miles:	<i>Call for Quote</i>

### **RUSH SERVICE**

Add \$75.00

***\*Discounts available for multiple signatures\****







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## MORE INFORMATION

- Wait time at all regular courts is included.

*(Excluding Rush Jobs and Court Research Requests)*

- Regular courts are the following: *Lamoreaux Justice Center, Central Justice Center, Central Complex Courthouse, West Justice Center, North Justice Center, Norwalk Court, Stanley Mosk Courthouse, Pomona Court, Long Beach Court, Compton Court, Whittier Court, Torrance Court, Pasadena Court, West Covina Court, Riverside Family Court, and San Bernardino Family Court.*

- Although most courthouses have their own free parking or there is ample street parking nearby, there are a few courthouses out there that charge for parking and do not have street parking nearby. For these courthouses, should we have to pay for parking, we do have to bill for whatever the parking fee is. We apologize but your retainer does not cover this extra cost.

*Example: Monterey Park, Chatsworth, etc.*

**"Your business is greatly appreciated and we hope you always know, that at Silver Dragon, unlike with the larger attorney services companies, you are not just a number and you will never be forgotten. Your work is our number one priority and it all gets our personal attention. You are not just a customer, you are our friend and we treat our friends with the respect and service you deserve. Thank you for choosing Silver Dragon Attorney Service"**



# SILVER DRAGON ATTORNEY SERVICE

2230 W. Chapman Ave. Suite 200

Orange CA. 92868

Silverdragonattysvc@gmail.com

Phone: (714) 393-5132

Process Service  Court Filing/Recording  Courier Service  Copy/Research Job  Other: \_\_\_\_\_

**Last Day to Complete:** \_\_\_\_\_  Routine  Rush  Direct Rush  Special: \_\_\_\_\_  
(Same Day)

<b>Date:</b>	
<b>Firm or Individual:</b>	
<b>Secretary:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	

Check Included

**Check #:** \_\_\_\_\_

**Check Amount:** \_\_\_\_\_

<b>Case Name:</b>	
<b>Case Number:</b>	
<b>Client Name:</b>	
<b>Attorney File #:</b>	

**Courthouse (Please include branch or court address):**

**Hearing Date:**

**Hearing Time:**

**Documents to be filed/recorded/served/copied/researched (for copy or research jobs specify date of filing if possible):**

### Process/Courier Service:

<b>Party to be Served and Description:</b>	<b>Home Address:</b>	<b>Business Address:</b>

**Special Instructions:**

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**Received (for S.D.A.S. use only):**

**Filed/Completed (for S.D.A.S. use only):**

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