



Court Run/Process Service Request

Kilrea Bailiff & Process Servers
 Phone 613.733.4020
 Fax 613.731.9930

See instructions below

ONTARIO SUPERIOR COURT	<input type="checkbox"/>
FEDERAL COURT	<input type="checkbox"/>
SUPREME COURT OF CANADA	<input checked="" type="checkbox"/>
OTHER	<input type="checkbox"/>

DATE:	August 2, 2018		
CLIENT-MATTER NO.:	1000155731		
FROM:	Assistant:	Debra	Phone: 780-8633
	Lawyer:		Phone:

SERVICE	<input type="checkbox"/>	Required by / deadline:
FILING/ISSUANCE	<input checked="" type="checkbox"/>	
OTHER	<input type="checkbox"/>	
		Date:
		Time:

Description of documents to be served/ filed/ issued	Task requested
Please file the notice of discontinuance of appeal and proof of service by e-mail. Please return a stamped copy. - Court kept all copies <div style="text-align: right; margin-right: 50px;"><i>Bill</i></div>	
For service: name and address (include phone number if required) - attach list if necessary	
1.	
2.	
3.	
4.	

FILED
 SUPREME COURT OF CANADA
 AOUT AUG 02 2018
 COUR SUPREME DU CANADA

CHEQUE FOR FEE PROVIDED	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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KILREA SIGNATURE	DATE COMPLETED	FEES PAID ON BEHALF OF NR
<i>Bill</i>	<i>August 2/18</i>	\$ -

1. Documents for service and/or issuance/filing are to be placed in the court run bin in the Service Room.
2. The deadline for requests requiring same day completion is 2:00 PM.
3. For all rush requests and same day requests after 2:00 PM, call Kilrea at 613.733.4020 to make arrangements for pick up. NOTE: an additional fee may apply.
4. Requests not requiring service or issuance/filing of documents can be faxed to Kilrea at 613.731.9930 or e-mailed to bill@kilreabailiff.com

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