

Agent for service of legal process

An agent for service of legal process accepts service of notices, proceedings or documents on behalf of a third party.

Companies which operate in the UK or which deal with UK financial institutions often need to provide an address in the UK at which legal proceedings or other notices can be served on them.

Some companies may not be able to do this, for example if their main trading address is overseas. There may also be concerns if there are plans to change the company's UK address during the period of agreement or it may be the case that there are fears whether legal documentation which is received at their UK address will quickly reach the proper recipient.

In these situations, companies will employ an agent for service of legal process, or process agent as it is sometimes called.

The agent's address goes into the notice provisions in the agreement, and then the agent for service of legal process ensures that any proceedings that it receives on behalf of the company are promptly notified to the company, or to its advisors if the company prefers this.

Jordans' services

Jordans will act as your agent for service of legal process in relation to:

- proceedings issued out of the courts of England, or;
- arbitration proceedings.

Each of these is a separate services but the two can be offered together in relation to any legal document for a discount of 20% on the fee for the second service

You can choose from two services:

- an **annual service**, which is renewable each year. This provides you with the flexibility to cancel the service at the end of each year if no longer required; or
- a **fixed period service**, for fixed term agreements. This provides peace of mind that the agent is irrevocably appointed for the full period of the agreement.

Next steps

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