



United States Department of State

Washington, D.C. 20520

March 4, 2015

Jean Michel Arrighi
Assistant Secretary for Legal Affairs
Organization of American States
19th Street and Constitution Avenue N.W.
ADM-227
Washington D.C. 20006

Re: Service of Process - Inter-American Convention on
Letters Rogatory and Additional Protocol

Dear Secretary Arrighi:

This is to inform the Organization of American States (OAS) of the renewal of a contract by the Department of Justice, the United States Central Authority for the service of process pursuant to the Inter-American Convention on Letters Rogatory and Additional Protocol (Inter-American Convention).

Since 2003, the Department of Justice of the United States of America has contracted the service of process function to a private contractor, ABC Legal, which does business as Process Forwarding International, located in Seattle, Washington. We are pleased to announce that on February 1, 2015, the Department of Justice renewed its contract with Process Forwarding International. The contract will run through January 31, 2016, with the option to extend the contract through January 31, 2020. This procedure does not involve the designation of a new Central Authority for the Inter-American Convention, but rather the contracting of certain activities conducted by the Central Authority, which remains the U.S. Department of Justice. Under the Inter-American Convention, the U.S. Central Authority not only receives incoming requests, but also transmits outgoing requests. Therefore, Process Forwarding International will continue to handle both incoming and outgoing requests for service of process involving the United States under the Inter-American Convention.

Process Forwarding International is the only private process-server company authorized to act on behalf of the United States to receive requests for service, proceed to serve the documents, and complete the certificate of service as well as

process outgoing requests for service of process abroad under the Inter-American Convention.

Process Forwarding International is responsible for executing incoming requests for service of process in the following areas: the United States (the fifty states and the District of Columbia), Guam, American Samoa, Puerto Rico, the U.S. Virgin Islands and the Commonwealth of the Northern Mariana Islands. Process Forwarding International also transmits outgoing requests for service of process pursuant to the Inter-American Convention.

Process Forwarding International is required to complete service of documents on incoming requests for return to the foreign requestor within 30 business days after it receives the request. In addition, under the new contract, Process Forwarding International will accept requests for expedited service, service within seven (7) business days of receipt. Expedited service must be specifically requested; if it is not, service will be completed within 30 business days of receipt. Personal service will be the preferred method used in executing all incoming requests. In the event personal service is impossible to effect, Process Forwarding International will serve process by such other method or methods as may be permitted under the law of the jurisdiction where service is to be effected.

The address for transmitting requests pursuant to the Inter-American Convention remains the same. Specifically, all requests under this convention should be transmitted to:

Process Forwarding International
633 Yesler Way
Seattle, Washington 98104
USA
Telephone: 001-206-521-2976
Fax: 001-206-224-3410
E-mail: info@hagueservice.net
Website: <http://www.hagueservice.net>

Requests for service must be transmitted in triplicate with a translation into English of the documents to be served. The forms for the Inter-American Convention will continue to be used and will be available online at the above-designated website. The full name and street address for the person or entity to be served must be included. It will also be possible to check on the status of a service request on the website.

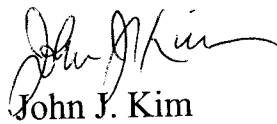
No fee will be charged for requests under the Inter-American Convention.

There is no requirement under U.S. federal law that requests for service be sent to Process Forwarding International for execution. The United States has no objection to the informal delivery of such documents by members of diplomatic or consular missions in the United States, through the mails or by private persons if that would be effective under applicable law, provided no compulsion is used.

We believe that service of documents pursuant to the Inter-American Convention under these procedures has resulted in greater efficiency. We anticipate that renewal of the contract will further the goals of the Convention to improve mutual judicial assistance between Member States and to expedite service requests.

We look forward to working with the OAS as we continue to implement these procedures and thank you in advance for your kind cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "John J. Kim", written in a cursive style.

John J. Kim
Assistant Legal Advisor for Private International Law
Office of the Legal Adviser
U.S. Department of State