



Civil Process Division – Services on State Agencies

Serving a Defendant through the Registry of Motor Vehicles

When serving a defendant through the Registry of Motor Vehicles, three copies of all documents are required for each defendant. If the defendant is being served as an in-state resident, please place the date of the accident, license and/or registration number for that defendant on the summons.

Serving an Insurance Company through the Insurance Commissioner

When serving an insurance company through the Insurance Commissioner, two copies of all documents are required for each service.

Serving a Corporation through the Secretary of State

When serving a foreign corporation through the office of the Secretary of the Commonwealth (Commissioner of Corporations), two copies of all documents are required for each service. Proof of attempted service on defendant's resident agent should accompany your paperwork. Please note that the Secretary of the Commonwealth no longer accepts service for domestic corporations.

Notes: Statute Fees

Service on the Commissioner of Insurance requires an additional \$ 6.00 fee. The RMV and Secretary of State require an additional \$10.00 fee. Please make the checks payable to our office or include it in

your pre-payment. If you're an attorney and your account is in good standing our office will include the addition fee on your invoice.