



Court Courier Terms of Service

Service Overview

Court Courier by Legal Support Services provides disciplined, reliable, attorney focused delivery of court documents across **Riverside, Orange, and San Diego Counties**. Built on twelve years of corporate program management and the developing legal insight of a third-year law student and future attorney, our courier operations emphasize professionalism, accuracy, and predictable outcomes.

Our service model protects client time, reduces administrative burden, and ensures critical filings are handled with attorney grade care.

Scope of Service

Court Courier services provide a concierge-level delivery and filing experience designed to ensure every assignment is executed with care, precision, and professionalism. Each file is managed with courthouse-ready execution so attorneys receive predictable outcomes, reduced administrative burden, and complete confidence in the handling of their materials.

- **Single Courthouse Routing** — Direct delivery to the designated courthouse without multi-stop dilution or route stacking.
- **Single Filing Execution** — One controlled filing action performed with clerk-ready preparation and verification.
- **Conformed Copy Return (When Applicable)** — Prompt return of conformed copies with confirmation of clerk acceptance.
- **Administrative Advancement Fee (8%)** — One advancement cycle with documented receipts and reconciliation for attorney billing.
- **Timestamped Delivery Confirmation** — Verified time-of-delivery or drop-box deposit for predictable docketing and recordkeeping.
- **Controlled Chain-of-Custody Handling** — Secure, uninterrupted custody from pickup through courthouse handoff or drop-box submission.



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- **Proactive Status Updates** — Clear communication throughout the delivery cycle, including pickup, transit, filing, and completion.

After-Hours, Weekend and Holiday Coverage

Legal Support Services operates beyond standard business hours, providing dependable night, weekend, and holiday coverage for urgent filings and time-sensitive document handling. When deadlines tighten or unexpected matters arise, our staff remain available to secure materials, maintain chain-of-custody, and position filings for early morning court submission. This elevated availability gives attorneys a critical advantage—immediate action and around the clock professional service.

Court Courier & Filing Services Rate Card

A detailed outline of premium courier, filing, and document-handling services, along with the associated fees. Orders received after cutoff times will be processed following business day or best attempt basis. Please note, standard and emergency filing services for Riverside county are limited to the following courthouses:

- Southwest Justice Center (Murrieta)
- Hemet Courthouse
- Riverside Hall of Justice
- Riverside Historic Courthouse

Service	Coverage Area	Cutoff Time	Description
Standard Filing	Riverside	12:00 PM (Noon)	Direct clerk-window filing with verified timestamp.
Emergency Filing	Riverside	1:00 PM	Expedited same-day clerk submission for time-sensitive matters.
Courthouse Drop-Box Delivery	Riverside, Orange, and San Diego	None	Non-urgent drop-box delivery completed within 1–2 business days with timestamped photographic proof.



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Service	Coverage Area	Cutoff Time	Description
Late Night Drop Box Filing	Riverside, Orange, San Diego	8:00 PM	Same-day filing for documents deposited before 11:59 PM, including timestamped photographic proof.
Overnight Drop Box Filing	Riverside, Orange, San Diego	10:00 PM	Next-day filing for documents deposited between 12:00 AM and 6:00 AM with after-hours concierge delivery.
Morning Chambers Delivery	Riverside, Orange, San Diego	Minimum 24-hour notice required	Delivered before morning chambers intake for early judicial review.
Digital e-Filing Support	Riverside, Orange, San Diego	None	Includes submission, confirmation, and conformed copy return. Submitted 24-48-hours after received.

Administrative Services Rate Card

Administrative support services are available to ensure filings, assemblies, and secured document handling are completed with accuracy, consistency, and professional care. These optional add-on services provide attorneys with reliable, court-ready preparation and controlled custody when time or staffing are limited.

Service	Requirements / Notes
Printing — Black and White	Standard fastening included (clip, staple, or fasten).
Printing — Color	Standard fastening included (clip, staple, or fasten).
Binder Assembly — Client Directed (Per Binder)	Minimum 48-hour notice required.



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Service	Requirements / Notes
Weekend & Holiday Secured Custody — Riverside/ Orange/ San Diego	Secure chain-of-custody retention until next business day. Add-on service.
Courier Pick-Up/ Drop-Off (One-Way) — All Service Counties.	Flat rate for all non-filing courier actions, including document pickup from firm, office drop-off after secured custody, and business deliveries not tied to a filing or drop-box service. Includes chain-of-custody, travel, and standard courier handling.
Standard Mailing (First-Class)	Flat Fee
Certified Mail	Fee + USPS Cost
Priority Mailing	Fee + USPS Cost
Scan and E-mail	Included with select services

Client Checklist – Submission Requirements

To ensure each courier assignment is executed with accuracy, efficiency, and clerk-ready precision, clients must provide all required materials in complete and organized form. These preparation standards allow Legal Support Services to maintain controlled chain-of-custody, meet filing cutoff windows, and deliver the level of professional care expected from a concierge legal support provider:

- Court, print-ready PDFs
- Complete and correct page order
- Fastening instructions (clip, staple, or top 2-hole)
- Administrative Advancement Fee authorization (if applicable)
- Courtroom or Judge-specific instructions (if applicable)
- Concierge Point of Contact – Name and Phone Number

Liability Disclaimer

Legal Support Services performs all courier, filing, and administrative assignments with professional care and controlled chain-of-custody. The accuracy, completeness, and readiness of

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client-provided materials are conditions precedent to performance. Legal Support Services does not assume responsibility for correcting defects, ensuring clerk acceptance, or curing rejections. All risks arising from incomplete, incorrect, or improperly prepared materials remain solely with the client. All fees are earned at the commencement of service — including pickup, transport, and controlled custody — and remain fully due regardless of clerk acceptance, rejection, or processing outcome. All services, fees, timing rules, and liability limitations are governed by the Master Terms of Service, which control in all circumstances.

