



# Florida Association of Professional Process Servers

P.O. Box 72, Melbourne, FL 32902 www.fapps.org

## NOTICE OF PENDING COMPLAINT FOR NONPAYMENT

FAPPS MEMBER (Respondent): \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Member: This is to notify you that a complaint will be formally filed against you with the Arbitration & Grievance Committee of the Florida Association of Professional Process Servers for nonpayment of a debt.

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COMPLAINANT: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Amount of Claim: \_\_\_\_\_ Original Invoice Date: \_\_\_\_\_

**In accordance with FAPPS By-Laws and Policies, you have 14 days from the date of this NOTICE OF PENDING COMPLAINT to:**

1. Make payment in full directly to me, the Complainant; or
2. Make an agreeable arrangement with me for payment; or
3. Dispute the matter and request Arbitration

PLEASE NOTE that if you fail to exercise any of the above options, the ARBITRATION & GRIEVANCE COMMITTEE will exercise its authority as prescribed under FAPPS By-laws and Policies which can result in censure, suspension, or revocation of your membership.

**YOU ARE URGED TO MAKE EVERY EFFORT TO RESOLVE THIS MATTER!!!!**

COMPLAINANT'S CERTIFICATION: I hereby certify that the above amount is presently owed to me and that I am a member in good standing (or was at the time this debt was incurred) of the Florida Association of Professional Process Servers; and as such, I am entitled to submit this claim for resolution in accordance with the By-laws and Policies, through the ARBITRATION & GRIEVANCE COMMITTEE. I fully understand that FAPPS is not a collection agency and that this debt is over 60 days old.

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Delivery to Respondent (mark all that apply): Email  Fax  U.S. Postal Service/UPS/FedEx

INSTRUCTIONS TO COMPLAINANT: Complete this form and forward the original to the FAPPS Member (Respondent). Additional information may be provided on a separate page. If the matter remains unresolved after 14 days from the date this NOTICE OF PENDING COMPLAINT FOR NON-PAYMENT was provided to the RESPONDENT, complete a NONPAYMENT COMPLAINT and forward it, with the required documentation to the ARBITRATION & GRIEVANCE COMMITTEE.

### Arbitration & Grievance Committee

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