



# Florida Association of Professional Process Servers

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

## NONPAYMENT COMPLAINT

To: Arbitration & Grievance Committee

I am placing before you a formal complaint against the following FAPPS Member for nonpayment of services rendered by me. I have confirmed the individual is a current member by: Member Search at www.fapps.org \_\_\_\_ or Confirmation with the Association Administrator or A&G Chair: \_\_\_\_

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

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

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

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

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

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

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

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

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

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

I have attached the following documentation (items with \*asterisk are mandatory):

- |                                    |   |
|------------------------------------|---|
| ____ Copy of original invoice(s) * | ____ Copy of original letter/email demanding payment              |
| ____ Copy of statement(s)          | ____ Copy of FAPPS NOTICE OF PENDING COMPLAINT*                   |
| ____ Copy of Request for Service   | ____ Statement of particulars of complaint & supporting materials |

I hereby request that the Arbitration & Grievance Committee exercise the procedures and remedies in the By-laws and Policies for resolution of this matter. I certify I am a member in good standing (or was at the time this debt was incurred) in the Florida Association of Professional Process Servers, that this claim is just and due, and that I have made all good faith effort to collect this debt. 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 complaint to the Chairman of the Arbitration & Grievance Committee with all required documentation. Retain a copy for your records.

### Arbitration & Grievance Committee

Sean Segel Chairman	(813) 251-9197
2801 North Florida Avenue	(813) 251-8976 Fax
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