



# NOTICE OF INTENT TO FILE COMPLAINT

North Carolina Association of Professional Process Servers

TO: NCAPPS MEMBER \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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This is to notify you that a complaint will be formally filed against you with the ARBITRATION & GRIEVANCE COMMITTEE of the **North Carolina Association of Professional Process Servers** for nonpayment of a debt:

COMPLAINING MEMBER \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

AMOUNT OF CLAIM \_\_\_\_\_ DATE OF ORIGINAL BILL \_\_\_\_\_

In accordance with the NCAPPS Bylaws and Policy Manual, you have 14 days from the date of this **NOTICE OF INTENT TO FILE COMPLAINT** to:

- (1) Make payment in full directly to me; 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, a formal Nonpayment Complaint will be filed against you with the ARBITRATION & GRIEVANCE COMMITTEE. Failure to cooperate with the Committee will constitute grounds for suspension, expulsion, or any sanction the NCAPPS Board of Directors deems appropriate.

**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 (or was a member at the time this debt was incurred) of the **North Carolina Association of Professional Process Servers**; and as such, I am entitled to submit this claim for resolution in accordance with its Bylaws and Policy Manual through the ARBITRATION & GRIEVANCE COMMITTEE. I fully understand that NCAPPS is not a collection agency and that this debt is 90 or more days old.

COMPLAINANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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INSTRUCTIONS TO COMPLAINANT: Complete this form and forward the original to the debtor and a copy to the Arbitration & Grievance Chairman. Additional information may be provided on a separate page. If the matter remains unresolved after 14 days from the date this notice was mailed to Respondent, complete a NONPAYMENT COMPLAINT and forward it with the required substantiation data to the ARBITRATION & GRIEVANCE COMMITTEE.

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