

TO: US District Court Clerks  
Commonwealth of Kentucky Circuit Court Clerks

FROM: Michael J. Scott  
Director, Office of the Secretary of State

DATE: January 12, 2012

RE: INCREASE OF FEES FOR RESTRICTED DELIVERY SERVICE OF PROCESS

The Office of the Secretary of State serves process on out-of-state residents pursuant to KRS 454.210. This statute requires that the service be sent by certified mail for \$10.00. The statutory fee will remain the same.

Some parties choose to send their service of process by **certified mail restricted delivery**. We accommodate these requests as long as the requesting party pays the restricted delivery mailing fee in excess of the statutory fee. Although we manage costs and try not to pass on every fee increase, the coming changes in the U.S. Post Office fee schedule necessitate a change in our structure as well.

The USPS will increase the restricted delivery charge to \$4.55 on January 22, 2012. The Office of the Secretary of State will increase its fee for restricted delivery to \$4.55 on that same day. Thus, each service of process being sent by restricted delivery should be accompanied by a check or money order for \$14.55 (the statutory fee plus the restricted delivery fee).

We appreciate your office notifying any parties wishing to use restricted delivery of this change. We will return to sender for additional funds all insufficient fees that we receive after this date.

Thank you for your cooperation in informing your clients of this increase. Please contact Crystal Sorrell at 502-782-7440 or Mike Owens at 502-782-7446 (or by email at [crystal.sorrell@ky.gov](mailto:crystal.sorrell@ky.gov) or [mike.owens@ky.gov](mailto:mike.owens@ky.gov)) if you have any questions about this fee increase.