



COMMONWEALTH OF KENTUCKY
OFFICE OF THE SECRETARY OF STATE
ALISON LUNDERGAN GRIMES

MEMORANDUM

TO: U.S. District Court Clerks
Kentucky Circuit Court Clerks

FROM: Lindsay Hughes Thurston
Assistant Secretary of State

DATE: January 13, 2017

RE: INCREASE OF FEES FOR RESTRICTED DELIVERY SERVICE OF PROCESS

Pursuant to KRS 454.210, the Office of the Secretary of State serves process on out-of-state residents and requires that this service be sent by certified mail for \$10.00.

Some parties elect to send their service of process by *certified mail restricted delivery*. The Office of the Secretary of State accommodates such requests as long as the requesting party pays the *certified mail restricted delivery* fee in addition to the \$10.00 statutory fee. Although this office makes every effort to absorb fee increases, upcoming changes in the U.S. Postal Service's ("USPS") fee schedule necessitate a change in this office's practice.

Effective January 22, 2017, the USPS will **increase** the restricted delivery charge to **\$8.30**. On this same day, the Office of the Secretary of State will **increase** its fee for restricted delivery to **\$8.30**. Recognizing a need for a grace period due to this significant increase in fees, each request to send service of process by *certified mail restricted delivery* that is received by this office on or after February 15, 2017, must be accompanied by a check or money order in the amount of \$18.30 (the statutory fee plus the restricted delivery fee).

We appreciate your office providing notice of this change to all interested parties who may wish to use *certified mail restricted delivery*.

Thank you for your cooperation.

If you have any questions about this fee increase, please contact Jeremy Foster at 502-782-7441 or Jeremy.Foster@ky.gov or Mike Owens at 502-782-7446 or Mike.Owens@ky.gov.