

FEB 02 2021



COMMONWEALTH OF KENTUCKY
OFFICE OF THE SECRETARY OF STATE
MICHAEL G. ADAMS

MEMORANDUM

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

FROM: Jeremy Foster
Assistant Director of Administration and Elections

DATE: January 26, 2021

RE: INCREASED 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**. This office accommodates such requests as long as the requesting party pays the certified mail restricted delivery mailing 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 our office's practice.

Effective January 24, 2021, the USPS **increased** the restricted delivery charge to \$5.55. On this same day, the Office of the Secretary of State **increased** its fee for restricted delivery to \$5.55. Thus, each request to send service of process by certified mail restricted delivery that is received by this office on or after February 28, 2021, must be accompanied by a check or money order for \$15.55 (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 in informing your clients of this fee increase.

If you have any questions about this fee increase, please contact Vonita Bennett at 502-782-7413 or Vonita.Bennett@ky.gov or Mike Owens at 502-782-7414 or Mike.Owens@ky.gov.