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PROCESS SERVER REQUEST FORM

FIRM NAME (Required)		PHONE (Required)		EMAIL		DATE					
ADDRESS		CITY		STATE		ATTORNEY					
CASE NAME		CLIENT MATTER/REFERENCE #		SUPPORT STAFF (Required)							
DOCUMENTS TO SERVE		CAUSE #									
F I L I N G	LAST DAY FOR FILING	STATUE DATE	COUNTY	COURT	FILE 1 ST THEN SERVE	SERVE 1 ST THEN FILE	SERVE ONLY	SERVE CIVIL CASE SCHEDULE	RETURN CONFORMED DOCUMENTS	FILE ORIGINAL PROOF WITH COURT	
										YES	NO

☐ EMAIL WHEN COMPLETED ☐ CALL WHEN COMPLETED

F I L I N G	SERVE BY DATE	NUMBER OF SETS TO SERVE	# TO POST	# TO MAIL	GOVT ENTITY	CORP	INDIVIDUALLY		ABODE SERVICE CO-RES OK	HEARING DATE	INVESTIGATION
							HER ONLY	HIM ONLY			LOCATE: <input type="checkbox"/> PERSON <input type="checkbox"/> ASSETS <input type="checkbox"/> BANK ACCOUNTS <input type="checkbox"/> SURVEILLANCE <input type="checkbox"/> BACKGROUND REPORT <input type="checkbox"/> INFORMATION <input type="checkbox"/> OTHER _____
RESIDENCE							BUSINESS/EMPLOYMENT ADDRESS				
SERVEE (S)							BUSINESS NAME				
ADDRESS							ADDRESS				
PHONE							PHONE				
SS#							SPECIAL SERVING INSTRUCTIONS				
DOB											
DRIVERS LICENSE											

DATE/TIME	NOTE CODES	BY	AGE	WT	HT	RACE	HAIR COLOR	DISTING. MARKS	LICENSE PLATE
								CHECK #	
DATE/TIME	REPORTED SERVE TO <input type="checkbox"/> RECEPTIONIST <input type="checkbox"/> VOICEMAIL						TEMPLATE CODE	SPLIT	
							AFTER ENTERED BY	AMOUNT THIS W/O	

1- NO ANSWER AT THE DOOR, LIGHT ON INSIDE
2- NO ANSWER AT THE DOOR, DARK INSIDE
3- VEHICLE PRESENT, DARK INSIDE NO ANSWER
4- VEHICLE PRESENT, LIGHTS ON INSIDE NO ANSWER

5- PER MALE RESIDENT HE HAS NEVER HEARD OF SUBJECT
6- PER FEMALE RESIDENT SHE HAS NEVER HEARD OF SUBJECT
7- SUBJECT IS NOT WORKING TODAY
8- VACANT

9 - NO SUCH ADDRESS
10- SUBJECT RECEIVES MAIL BUT DOES NOT RESIDE AT ADDRESS
11- PER NON RESIDENT, SUBJECT NOT AT HOME
12- PER CO-RESIDENT, SUBJECT NOT AT HOME

