



# REQUEST FOR SERVICE

**Important!!! Read Instructions on Reverse Side of Form**

<b>TO:</b>	<b>Tel No:</b>	<b>FROM:</b>	<b>Tel No.</b>
<b>Attn:</b>		<b>Attn:</b>	

<b>DATE:</b>	<b>CASE NO:</b>
<b>COURT:</b>	<b>SENDER'S REF. NO:</b>
<b>PLAINTIFF:</b>	
<b>DEFENDANT:</b>	

**DO TODAY**     
  **RUSH**     
  **ROUTINE**     
  **LAST DAY TO SERVE** \_\_\_\_\_ **(Date)**  
**PLEASE:**   
  Serve   
  File   
  Serve then File   
  File then Serve   
  Issue then Serve

**DOCUMENTS:** (exactly as it should appear on affidavit of service)

**SERVE:** (exactly as it should appear on affidavit of service)

<b>RESIDENCE ADDRESS:</b>	<b>BUSINESS ADDRESS:</b>
<b>PHONE NO:</b>	<b>PHONE NO:</b>

**DESCRIPTION:**      Age:      Sex:      Race:      Hgt:      Wgt:      Hair Color:      Glasses?

**IMPORTANT!! SERVICE MUST BE MADE IN THE MANNER CHECKED BELOW:**

- PERSONAL SERVICE:** By personally delivering copies to the person being served.
- SUBSTITUTED SERVICE AT RESIDENCE:** By personally delivering copies to the dwelling house or usual place of abode of the person (or authorized person on behalf of an entity) being served. Person receiving documents must be at least \_\_\_\_\_ years of age and should be informed of the general nature of the documents. If the documents are served in this manner, you should/should not mail copies of same to the address where the papers were left. For additional requirements, if any, see below. May sub on \_\_\_\_\_ attempt.
- SUBSTITUTED SERVICE AT BUSINESS:** By personally delivering copies to the office or place of business of the person (or authorized person on behalf of an entity) being served. Person receiving documents must be at least \_\_\_\_\_ years of age and should be informed of the general nature of the documents. If the documents are served in this manner, you should/should not mail copies of same to the address where the papers were left. For additional requirements, if any, see below. May sub on \_\_\_\_\_ attempt.
- POSTING:** By posting copies in a conspicuous manner to the address of the person/entity being served. If the documents are served in this manner, you should/should not mail copies of same to the address where the papers were left. For additional requirements, if any, see below. May sub on \_\_\_\_\_ attempt.

<input type="checkbox"/> <b>NOTARIZE AFFIDAVIT</b>	<b>FILING FEE ATTACHED: \$</b>
<input type="checkbox"/> <b>USE OUR PROOF OF SERVICE (enclosed)</b>	<b>WITNESS FEE ATTACHED: \$</b>
<input type="checkbox"/> <b>RETURN PROOF BY OVERNIGHT DELIVERY</b>	<b>ADVANCE DEPOSIT ATTACHED: \$</b>

**SPECIAL INSTRUCTIONS:**

**Total fees for services rendered should not exceed \$\_\_\_\_\_ without advance authorization!!**