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### FILING / SERVICE OF PROCESS INSTRUCTIONS

**INVOICE NO.**

PLEASE CHECK TYPE OF SERVICE REQUESTED

COURT SERVICE

SERVICE OF PROCESS

PLEASE NOTE ANY SPECIFIC OR TIMELY FILING/SERVICE REQUIREMENTS

CHARGE TO		DATE	REFERENCE NUMBER
		<b>METHOD OF SERVICE REQUESTED</b> <input type="checkbox"/> RUSH <b>RETURN BY</b> <input type="checkbox"/> SPECIAL PICK UP <input type="checkbox"/> SPECIAL <input type="checkbox"/> SAME DAY <input type="checkbox"/> SAME DAY <input type="checkbox"/> NEXT DAY <input type="checkbox"/> NEXT DAY <input type="checkbox"/> COURT RUN <input type="checkbox"/> CALL FROM COURT COMPLETE BY: _____	
<b>REQUESTED BY: ATTY / SECRETARY / NUMBER</b>		<b>CASE NUMBER</b>	
PLAINTIFF	COURT ADDRESS		DOCUMENT TO BE FILED/SERVED:
VS DEFENDANT			
<input type="checkbox"/> FILE	<input type="checkbox"/> CONFORM	<input type="checkbox"/> ISSUE	<input type="checkbox"/> CERTIFY
<input type="checkbox"/> COURT RESEARCH	<input type="checkbox"/> FORM REQUEST	<input type="checkbox"/> COPY REQUEST	<input type="checkbox"/> OTHER
<b>SPECIAL INSTRUCTIONS / DESCRIPTION OF PERSON (IF KNOWN)</b> Amount _____ Check _____ Amount _____ Check _____ Provided by Client Amount _____ Check _____			
<b>PERSONS/ENTITIES TO BE SERVED AND KNOWN ADDRESS</b> <small>(One Entity Per Invoice) (PLEASE INDICATE NAME EXACTLY AS IT SHOULD APPEAR ON PROOF OF SERVICE)</small> NAME: _____ NAME: _____ ADDRESS: _____ ADDRESS: _____ PHONE: _____ PHONE: _____ <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS			
SERVICE: <input type="checkbox"/> PERSONAL <input type="checkbox"/> POST <input type="checkbox"/> DELIVER <input type="checkbox"/> SUBSTITUTION OK			
HEIGHT	WEIGHT	HAIR	EYES
AGE	RACE	SEX	ADDITIONAL
DATE SERVED		TIME SERVED	PROCESS SERVER
PERSON SERVED		TITLE	
		<b>COURT SERVICE FEE(S)</b> <b>PROCESS SVC. FEE(S)</b> <b>ATTEMPTS</b> <b>BAD ADDRESS</b> <b>RUSH-SPCL-PU-RT</b> <b>RESEARCH</b> <b>INVESTIGATION</b> <b>MILEAGE</b> <b>DIRECT COST</b> <b>ADVANCE FEES</b> <b>ADV. FEE CHARGES</b> <b>PHONE</b> <b>PARKING</b> <b>INVOICE TOTAL</b>	

RETAIN PINK COPY ONLY FOR YOUR RECORDS