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IRS# 95-4801900

Process Service Instructions

Firm Name/Address: **Date:** _____

_____

_____

_____

Telephone No.: _____

Attention: _____

Your File No.: _____

Title of Case: _____

Case No.: _____

Court: _____

Court Date: _____ Dept: _____ Time: _____

Last Day to Serve _____

Documents:

☐ Rush ☐ Special Handling

Serve: *(List names exactly as they are to appear on Proof of Service.)*

1. _____

2. _____

3. _____

Special Instructions / Description / Best Time to Serve: (☐) FILE (☐) SERVE (☐) OTHER

Home Map Ref.

Street: _____

City/Zip _____

Phone: _____

Business Map Ref.

_____

_____

❑ Personal Service

❑ Substituted Service

At: ❑ Home ❑ Business

❑ Other: _____

Person Served: _____

Relationship/Title: _____

Mailing Date to Defendant (s) if

Substituted Service: _____

#1 Date Served AM PM	Sex	Age	Hght	Wght	Hair	Eyes	Race	#2 Date Served	Sex	Age	Hght	Wght	Hair	Eyes	Race

Server	Where	Time/Day	Result

Notes:

	Item	Charges

Not Found:

❑ **Moved - verified by:** _____

❑ **Unknown at address**

❑ **No such address**

No Service Return:

❑ **Party evading service (unable to serve)**

❑ **Unable to serve prior to court date**

❑ **Canceled or settled by litigants on:** _____