



Order Date:

# PROCESS SERVICE INSTRUCTIONS

Client Name & Address:

County:

Court Branch/Location:

Limited    Under 10K    Over 10K    Unlimited    U.D.

Telephone:

Case Number:

Fax Number:

Case Title:

Contact:

Documents to be Served:

Email Address:

Summons and Complaint    Summons and Petition    Small Claims    Subpoena    Unlawful Detainer

File Number:

OTHER / ADDITIONAL DOCUMENTS (Please List):

**SPECIAL INSTRUCTIONS: Please note any time requirements!**

**ROUTINE** (Attempted within 72 hours)  
 **RUSH** (Same Day Dispatch w/ Daily Attempts)  
 **ON DEMAND** (Immediate Dispatch)  
RUSH / ON DEMAND Charges Approved by:

Last Day to Serve: \_\_\_\_\_ Deadline Runs on: \_\_\_\_\_

File Proof? Extra Fee Applies   Yes  No

Name: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_ IN DEPT/DIV: \_\_\_\_\_

HEARING TIME: \_\_\_\_\_  AM  PM

**Party to be Served #1:**

Residence Address & Phone No.:

Business Name, Address & Phone No.:

Additional Instructions:

Sex	Age	Lbs	Height	Hair	Skin

**Party to be Served #2:**

Residence Address & Phone No.:

Business Name, Address & Phone No.:

Additional Instructions:

Sex	Age	Lbs	Height	Hair	Skin