



JPL PROCESS SERVICE

For Fast, Secure Delivery Of Your Legal Documents

JPL Process Service LLC

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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!

Last Day to Serve: _____ Deadline Runs on: _____

File Proof? Extra Fee Applies Yes ☐ No ☐

☐ **STANDARD - \$99**
First attempt: 3-5 business days
☐ **PRIORITY - \$125**
First attempt: next business day
☐ **SAME DAY - \$175**
First attempt: same day, if available
Priority / Same-Day charges approved by:

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