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Date	Time	IMMEDIATELY	SAME DAY	NEXT DAY	REGULAR	OK TO DROP	Firm Reference Number
11/19/2009	12:00 PM	☑	☐	☐	☐	☐	INTERNAL REFERENCE #

Firm:
JOHN DOE, ESQ.
ATTORNEY AT LAW
555 ELM STREET
LOS ANGELES, CA 90050
213-255-2555

Phone Number:

Order Placed By:
JANE DOE, SECRETARY

Documents & Special Instructions:
PLEASE FILE & SERVE THE FOLLOWING:

SUMMONS, COMPLAINT, ETC...

Case Name:
ABC CORP, ET AL

vs.

XYZ CORP, ET AL

Case Number:
2009-000012345

C O U R T F I L I N G S A N D D E L I V E R I E S O N L Y

☐ File & Conform	☒ File then Serve	☐ Serve then File	☐ File Only	☐ Serve Only	☒ Superior Court	☐ Court Location & Dept.:_____	
☐ Certifed Copy	☐ Rush Return	☐ Research	☐ DMV	☐ Skip Trace	☐ Sheriff's Office	☐ District Court	☐ Bankruptcy Court
☐ Record Request	☐ Copy Request	☐ Stake Out	☐ PO Box Break	☐ Delivery	☐ Appellate Court	☐ Family Court	☐ Recorders / Assessors

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Handled by: COURT RUNNER

Print Name: JACK DOE

Signature:

Date: 11/19/2009 Time: 2:30 AM / PM

Fee Advance	$	Rush Handling	$
CK#	$	Parking Fees	$
Date: 11/19/2009		Toll Fees	$
CK#	$	Fax Incoming	$
Date:		Fax Outgoing	$
Research	$	Copy Fees	$
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