

Asset Research  
Bank Levies  
Court Copies  
Court Filings  
Deliveries  
Document Prep.



# THE LEGAL PROCESS



Fax Filings  
Micro-Filming  
Process Serving  
Property Liens  
Public Research  
Routes

*We take pride in professionalism, integrity & reliability!*

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**IMMEDIATELY**

**REGULAR**

Name/Client:

Date:

Case #:

Case Title:

PS:

SS:

Attention:

Court:

Dept #:

Phone Number:

Hearing Date:

Time:

Documents:

S&C, SofD, NofCA  S&C - UD  OSC - Family  Subpoena - \_\_\_\_\_  
 PCOD  ORAP  DCOP  Other: \_\_\_\_\_

Person or Entity to be Served

(List name/s exactly as they appears on the documents)

#1:

#2:

#3:

Special Instructions

TG Page #:

Address I

TG Page #:

Address II

Get Description - No Exceptions

Sex: \_\_\_\_\_ Height: \_\_\_\_\_  
Eyes: \_\_\_\_\_ Weight: \_\_\_\_\_  
Hair: \_\_\_\_\_ Age: \_\_\_\_\_  
Race: \_\_\_\_\_  
ID Marks: \_\_\_\_\_ **GET DESCRIPTION**

Get Description - No Exceptions

Sex: \_\_\_\_\_ Height: \_\_\_\_\_  
Eyes: \_\_\_\_\_ Weight: \_\_\_\_\_  
Hair: \_\_\_\_\_ Age: \_\_\_\_\_  
Race: \_\_\_\_\_  
ID Marks: \_\_\_\_\_ **GET DESCRIPTION**

Process Server Attempts

Date & Time: \_\_\_\_\_  
Date & Time: \_\_\_\_\_  
Date & Time: \_\_\_\_\_  
Date & Time: \_\_\_\_\_  
Date & Time: \_\_\_\_\_

Process Server Report

Personally Served: #1 / #2 / #3 / #4 / #5 (Circle)  
 Sub-Served: \_\_\_\_\_  
Title: \_\_\_\_\_  
 Mailed Copy(s) on (Date): \_\_\_\_\_

F/F \$  
S/F \$  
B/A \$  
2<sup>ND</sup> Δ \$  
3<sup>RD</sup> Δ\* \$

Other\* \$  
Other\* \$  
Postage \$  
Total \$  
Invoice #: \_\_\_\_\_

Date

Time

Servers Initials