

**1. Make Your Hit List**

- a. Need first name, middle name or initial, last name
- b. Work title
- c. Need work address, home address
- d. Need full birthdate (month, day, & year)
- e. Need work phone #, work fax#
- f. Last 4 digits of SS#, BAR#, EIN#, or DUN#
- g. Identify which writ to serve (BAR, RCO, Organization)

**2. Research The Entity You Are Serving**

- a. You need “2” background screening services (to compare addresses & get full birthdate)
- b. Suggestions are Intelius or Truthfinders and Whitepages Premium
- c. Intelius is \$26.50 per month, unlimited searches, provides month & year of birth, assets
- d. Truthfinders is \$31.86 per month, unlimited searches, provides month & year of birth, assets
- e. Whitepages is \$21.27 per month for 200 searches, provides month, day, year of birth & a way to compare current address
- f. Private Investigator charges \$25 per person to obtain last 4 digits of SS# (you will need the date of birth & address for his search)
- g. BAR attorney’s #'s can usually be obtained by finding the “State Bar of (your states name) on the internet
- h. EIN# & DUN# can be located on the business section of the Intelius & Truthfinders reports. Other locations are [www.hipaaspace.com](http://www.hipaaspace.com), <https://eintaxid.com>, <https://www.dnb.com>, validatetin.com, use google search by putting the company name@form10k
- i. Individual state and city municipalities websites provide work address, phone #, and fax#. Some states also have a state directory online and the cities have a city municipal league.

**3. Identify Appropriate Writ & Complete, Obtain Proof of Crime**

- a. BAR, RCO, & Organizational writs can be used or downloaded from NSEA.US or The PBI.US websites
- b. Person being served should be typed in “ALL CAPS”
- c. Date on the writ should be the actual date that you are going to mail or fax the document
- d. Fax service date should contain the date you are faxing, the fax#, and identify multiple faxes to a fax number. **EX: 07/16/22 000-000-0000 [1], 07/16/22 000-000-0000 [2]**  
If you only have one service going to that fax number **EX: 07/16/22 000-000-0000**  
If by chance you have to mail your service put the **Registered Mail #** in this blank.
- e. If you have multiple addresses for the person being served, the best bet is to use the one that falls into the “Asset” category of the background reports
- f. In most cases, the person being served is also responsible for the additional counts in regards to water, 5G, & GMO’s...just put a ‘1’ in each of these blanks.

- g. Proof your data entry
- h. Save document to your PC, use a naming method **EX: JohnDoe-City or State\_Title\_Type of Writ (JohnDoe-Williamington\_Mayor\_RCO.pdf)**
- i. Go to [ewg.org/tapwater](http://ewg.org/tapwater), type in the work zip code & then the home zip code for each person you are serving. Save these reports to a PDF file to your PC, use a naming method **EX: JD-03690 & JD-03691**. I use the persons initials & zip code. By doing this, you are able to identify which files go with each other when you get to the faxing process.

#### **4. Create Your Fax Account, Send Fax, Forward Confirmation To Arrest Awards Processing Center**

- a. Choose a web based fax service or fax from home or an office supply store
- b. When selecting your fax number, I suggest you choose a metro # as it widens the possibility of where this fax is coming from
- c. Before you fax anything, you will need to change the settings of your fax cover page
- d. Select settings, in **User** section (erase your full name & put PBI Agent), (verify your time zone), (default page size to legal), in **Cover Sheet** section (change sent with Humblefax to a No), (Company/Address Text put The PBI (Peoples Bureau of Investigation)), **SAVE CHANGES**
- e. **Compose a fax**, enter fax# of who you are serving, attach the writ and work & home water report. For subject use the date of fax, type of writ, name, state or city, title **EX: 07/16/22 RCO – John Doe – Williamson – Mayor**. In the message, I usually say this “Please deliver...ThankQ” (gotta give credit where credit is due).
- f. I then select **Review Fax**, to proof my information before sending, hit back button, & send
- g. Repeat
- h. The naming method used above, helps you identify who was sent what on when. If you are doing multiple services in a day, this could get very confusing and difficult to locate what you need in the future should something not get received or if you have to resend the fax due to an unsuccessful transmission.
- i. Go into your email account that you used to set up Humblefax. Open your successful transmission email, save the confirmation to a PDF file, name it with initials like the water report **EX: JD-FaxConfirmation**.
- j. Forward the email to [environmentalcourt\\_na@proton.me](mailto:environmentalcourt_na@proton.me). In your message put PBI Agent: Your Name, Address, Phone#. Attach the **JD-FaxConfirmation**, send.
- k. Make a folder in your email named PBI, file all of your faxes into that folder for future reference. We are not keeping hard copies anymore so you will need to maintain these emails for future reference.

#### **5. Enter Your Served Writs In The RCO Directory, Located On The PBI.US Website**

- a. This keeps track of all writs served & allows anyone serving writs to avoid duplicating services to the same person.

**6. Miscellaneous Informaton**

- a. Contact Tim or Tom for the private investigators information if you have someone who cannot be located via any of the given suggestions & for last four digits of the SS#.
- b. Writs will be accepted by the Environmental Court (without SS# for individual service) as long as you have full birthdate, work, & home addresses. However, this will delay the timing of the \$2000 service award. I used the PI when I had the money to do so & will resume using him when I obtain reward monies. For now, I have been serving without SS#'s because it is important to get these writs served to these tyrants in order to get their clock ticking!