

SERVICE OF PROCESS ORDER FORM



Serving the Coachella Valley
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☐ **SAME DAY** ☐ **NEXT DAY** ☐ **ROUTINE**

CLIENT/ FIRM NAME & ADDRESS

DATE

COURT

CASE #

CASE TITLE

PHONE #

FAX #

CONTACT

FILE #

DOCUMENTS

SERVE

LAST DAY TO SERVE

ADDRESS

HEARING DATE

PHONE

GATE CODE

WITNESS FEES

SPECIAL INSTRUCTIONS / DESCRIPTION

☐ PERSONAL ONLY

☐ SUBSTITUTE OK

☐ DELIVER/ DROP

☐ POST & MAIL

REPORT (DEPARTMENT USE ONLY)

☐ PERSONAL

☐ SUBSTITUED

☐ POSTED

☐ BAD ADDRESS

PERSON SERVED: _____ DATE: _____ TIME: _____ AM ☐ PM ☐

AGE: _____ RACE: _____ SEX: _____ HT: _____ WT: _____ HAIR: _____ EYES: _____

PLEASE PRINT AND SUBMIT WITH ORDER