



GSM Investigative Group, LLC
110 N Corcoran Street, 5th Floor
Durham, NC 27701
NCPI License 509894

PROCESS SERVICE REQUEST FORM

Name: _____ Date: _____ Special Instructions
Address: _____ Court: _____ () Due Today
_____ Case #: _____ () Rush
Attention: _____ Case Title: _____ () Regular Service
Attorney File Number: _____ Last Date to Serve: _____ Please make first attempt at:
() Residence
() Business

SERVE:

(Please indicate name exactly as it should appear on Proof of Service)

Age:	Height:	Weight:	Race:	Sex:	Hair:	Other:
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Residence Address: _____ Business Address: _____

Best time for service: _____ Hours worked: _____
Client's Comments:

Reports:	Service Fee:
	Sub Service:
	Not Found:
	Mileage:
() Personal Service () Substituted Service () Not Served	Misc:
Date Served: _____ Time Served: _____ Process Server: _____	Total: \$ _____