GSM Investigative Group, LLC
506 Ramseur Street
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:

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: $

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