



GSM Investigative Group, LLC
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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: _____ \$ |

PROCESS SERVICE