



Special Investigations of Washington
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Process Service Work Order

Attorney / Contact Person

Your Phone Number

Date Requested

Email Address

Case Name; (Smith v Jones)

Jurisdiction / Court; ie Pierce Superior

Docket Number

Documents to serve:

Summons and Complaint

Amended Complaint

Order Setting Case Schedule Order

Amended Summons

Assigning Case To Department

Plaintiff's First Set on Interrogatories and Requests for
Production to Defendant

Subpoena Ducas Tecum

Plaintiff's First Set of Request for Admission to Defendant

3-Day Notice to Terminate Tenancy

Petition for Dissolution

Complaint for Unlawful Detainer

Please list additional documents

Person(s) or business to be served: Name

DOB or age

Address / phone

Additional notes or information; (please provide police report if available)