



PILB License # 2031C

PROCESS SERVICE INSTRUCTIONS

Your Reference # _____

Our Reference # _____

Today's Date _____ District Justice Federal Family Other _____

Plaintiff _____

Defendant _____

Law Firm _____ Attorney _____

Address _____
City State Zip

Contact Person _____ Contact Phone _____ Contact Email _____

DOCUMENTS TO BE SERVED - CHECK ALL THAT APPLY

<input type="checkbox"/> Summons	<input type="checkbox"/> Small Claims <input type="checkbox"/> LV <input type="checkbox"/> NLV <input type="checkbox"/> HEND	<i>Complaint - Instructions - Answer</i>
<input type="checkbox"/> Complaint	<input type="checkbox"/> Other	
<input type="checkbox"/> Subpoena	<input type="checkbox"/> Other	
<input type="checkbox"/> Subpoena Duces Tecum	<input type="checkbox"/> Other	
<input type="checkbox"/> 5 Day or Quit	<input type="checkbox"/> Other	

SERVICE LEVEL

- | | |
|---|--|
| <input type="checkbox"/> Routine \$45.00 (Attempted within 72 hours)
<input type="checkbox"/> Rush \$90.00 (Same Day Dispatch w/ Daily Attempts)
<input type="checkbox"/> On Demand \$135.00 (Immediate Dispatch)
<input type="checkbox"/> Appointment Service \$90.00 (Specified Attempt) | <input type="checkbox"/> Out of Area Service - <i>In State</i> (Call for pricing)
<input type="checkbox"/> Out of Area Service - <i>Out of State</i> (Call for pricing)
<input type="checkbox"/> Advance Witness Fee |
|---|--|

**Additional charges may apply to all service*

Party To Be Served:					
Address of Service	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	
Alt. Address of Service	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	
Alt. Address of Service	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	
<input type="checkbox"/> Business <input type="checkbox"/> Residence	Serve No Later Than		Hearing Date		
Physical Description	<i>Height</i>	<i>Weight</i>	<i>Hair Color</i>	<i>Age</i>	<i>Race</i>
Place of Employment					
Date Served	Person Served/Relationship				
Time Served <small style="float: right;">AM PM</small>	Address Served				
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	
1 st Server Name	2 nd Server Name		# Of Addresses Attempted		
Notes:					
Office Use Only 2015 V.5					