

Process Serving Intake Form

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Today's Date:

Court Name:

Case No:

Court Address:

Documents To Be Served (List Forms):

*In the event substituted service is required,
appropriate amount of sets will be served fee applies.*

Restraining Order: YES ____ NO ____

Last Date To Serve Documents:

Name of Party To Be Served:

If service is upon a corporation or partnership, please
indicate name of partner, officer and title, or agent
for service.

Home Address of Party To Be Served:

Phone: ()

Business Address of Party To Be Served:

Phone: ()

Physical Description:

Race: _____ Sex: _____ Age: _____ Eyes: _____ Hair: _____

Height: _____ Weight: _____

Photo Attached: YES ____ NO ____ Car Description:

**Want us to file your proof of service with the court for an additional fee (certain
counties only)?**

Yes ____ No ____