



**PROCESS & COURT SERVICE REQUEST**

Date: \_\_\_\_\_

Your Name/Company Name: \_\_\_\_\_ Ph#: \_\_\_\_\_  
 Requested by: \_\_\_\_\_ Fax#: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City & Zip: \_\_\_\_\_ Account/CI aim#: \_\_\_\_\_

**TYPE OF SERVICE REQUESTED**      **Court:** \_\_\_\_\_      **Case#:** \_\_\_\_\_

- Process service    \_\_\_ Rush Service    \_\_\_ Routine Service    \_\_\_ Specific Date for Service    \_\_\_\_\_
- Additional Service Instructions: \_\_\_\_\_
- Documents to be served or filed: \_\_\_\_\_
- COURT FILING instructions: \_\_\_\_\_
- COURT RESEARCH instructions: \_\_\_\_\_
- Special Instructions: \_\_\_\_\_

**DEFENDANT ADDRESS (PARTY TO BE SERVED)**

**ALTERNATIVE ADDRESS**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & Zip: \_\_\_\_\_  
 Ph#: \_\_\_\_\_  
 Additional Info: \_\_\_\_\_

Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & Zip: \_\_\_\_\_  
 Ph#: \_\_\_\_\_  
 Additional Info: \_\_\_\_\_

**Defendant Description**

DOB: \_\_\_\_\_    SSN: \_\_\_\_\_    CDL: \_\_\_\_\_    Marital Status:    (S) (M) (D)  
 Physical Description:    Ht: \_\_\_    Wt: \_\_\_    Hair: \_\_\_    Eyes: \_\_\_    M/F: \_\_\_    Race: \_\_\_\_\_  
 Vehicle Info:    Yr: \_\_\_    Make: \_\_\_\_\_    Model: \_\_\_\_\_    Color: \_\_\_    LP# \_\_\_\_\_    State: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other/Misc. Info: \_\_\_\_\_