

# SERVICE OF PROCESS & MESSENGER INSTRUCTION FORM

Pnc World Order LLC | [pncnotary.com](http://pncnotary.com)

*Empowering your legal objectives through precision, integrity, and visionary service.*

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## I. CLIENT INFORMATION (REQUESTOR)

Name/Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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## II. RECIPIENT INFORMATION

Name of Person/Entity to be Served: \_\_\_\_\_

Service Address: \_\_\_\_\_

Alternate Address: \_\_\_\_\_

Description of Recipient (if known): \_\_\_\_\_

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## III. DOCUMENTS TO BE SERVED/DELIVERED

Document Titles: \_\_\_\_\_

Court Case Number (if applicable): \_\_\_\_\_

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## IV. SERVICE INSTRUCTIONS

Type of Service:  Personal Service  Substituted Service  Drop Off

Deadline/Urgency:  Routine  Rush  Same Day

Special Instructions (e.g., best time to serve, gate codes): \_\_\_\_\_

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## V. AUTHORIZATION

I hereby authorize PNC Notary & Legal Services to act as my agent for the delivery/service of the documents listed above.

• Authorized Signature: \_\_\_\_\_

• Date: \_\_\_\_\_

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## VI. RECIPIENT INFORMATION (PERSON/ENTITY TO BE SERVED)

Name of Subject: \_\_\_\_\_

Primary Address: \_\_\_\_\_

Alternative Address: \_\_\_\_\_

**Best Time for Service:**  Morning  Afternoon  Evening  Weekend

**Physical Description:**

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Gender: \_\_\_\_\_

**Distinguishing Features/Vehicle Info:** \_\_\_\_\_

**Is the recipient known to be hostile or dangerous?**  Yes  No

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**V. MESSENGER & SPECIAL INSTRUCTIONS**

*Please provide any specific directions regarding delivery, filing with the court, or courier requirements:*

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**VI. CLIENT AUTHORIZATION FORM**

I, the undersigned, hereby authorize **Pnc Notary & Legal Services**, and its designated agents or process servers, to act as my authorized representative in the delivery and service of the legal documents identified above.

I understand that Pnc Notary & Legal Services operates with a commitment to efficiency and excellence, striving to uphold the highest standards of the legal profession. I acknowledge that:

1. **Authorization:** I am authorized to request service for these documents.
2. **Fees:** I agree to pay the service fees as quoted based on the level of urgency and location of service.
3. **No Guarantee of Result:** While Pnc Notary & Legal Services pledges diligent effort and professional execution, service of process is subject to the availability and cooperation of the recipient.
4. **Indemnification:** I agree to provide accurate information and indemnify Pnc Notary & Legal Services against any claims resulting from inaccurate data provided in this form.

**Signature of Client/Authorized Agent:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**OFFICE USE ONLY**

**Assigned Server:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Service Deadline:** \_\_\_\_\_ **Proof of Service Required By:** \_\_\_\_\_