



Process Server Request Form

Contact Information

Date

E-Mail

Attorney's Name

Paralegal/Legal Secretary

Company

Address

City

Zip

State

Phone

Fax

Case Information

Reference/Client Matter

Case Number

Court

Title of Case

Person/Company to Serve

1) Name

1) Address

2) Name

2) Address

Documents to Serve

Turnaround

Please select one turnaround time below

- Standard** (3-5 Business Days)
- Rush** (1-2 Business Days)
- Same Day**

Delivery Type

- Sub-Service**
- Personal Service Only**
- AGE REQUIREMENT (IF APPLICABLE)

Witness Fee

- Not Applicable**
- By Client**
- By Judicial Support**
- FEE AMMOUNT (IF APPLICABLE)

Comments

Payment Type

Cost

Credit Card (If Applicable)

Card #

Exp. Date Security Code

Bill Address

City State Zip