

## Request for Service Form

Date:

Firm Name:

Contact:

Address:

Phone:

City/State/Zip:

Email:

Court:

Case Number:

Documents to Serve:

Name(s) of Subject(s) or entity to Serve:

Description of Subject(s): (Ethnicity, Age, Ht, Wt, Hair, Glasses):

Other useful information about the subject(s): (typical schedule, owns dogs, drinks or possible drug user, aggressive, GoDucks / GoBeavs / or other sports team fan, vehicle type/color/license #, has children):

Residence Address:

Phone:

Employment Address:

Phone:

\_\_\_\_\_ Rush (first attempt within 24 hours) add \$20. No Rush Fee for residential eviction notices.

\_\_\_\_\_ Routine (first attempt within 3 days)

\_\_\_\_\_ Last day to serve \_\_\_\_\_ (date)

\_\_\_\_\_ Sub-Serve at residence or business okay on first attempt/after \_\_\_\_\_ attempts, and over age \_\_\_\_\_.

\_\_\_\_\_ Do mailing, if required for Sub-service or Posting?

\_\_\_\_\_ Enquire if defendant is member of the US Military?

\_\_\_\_\_ File, then serve

\_\_\_\_\_ Serve, then file

\_\_\_\_\_ Serve only

\_\_\_\_\_ Notarize Affidavit

\_\_\_\_\_ Use our Proof of Service Affidavit (attached)

\_\_\_\_\_ Return Proof by overnight delivery using account # \_\_\_\_\_

\_\_\_\_\_ Filing Fee/Witness Fee enclosed \$ \_\_\_\_\_

Total fees for services rendered not to exceed \$ \_\_\_\_\_ without advanced authorization.

\_\_\_\_\_ Additional service instructions:

Note: Send documents via email as a pdf, or send via USPS, UPS, or FED-EX.