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 PRIVATE INVESTIGATIONS | PROCESS SERVERS | ATTORNEY SERVICES

PROCESS SERVERS
PRIVATE INVESTIGATIONS
ATTORNEY SERVICES

COURT SERVICE INSTRUCTIONS

TODAY'S DATE _____

FIRM NAME _____

ATTY/SECRETARY _____

DIRECT LINE/FAX NO. _____

YOUR CLAIM/FILE NO. _____

COURT/BRANCH _____

CASE TITLE _____

CASE NUMBER _____

DOCUMENT(S) _____

RUSH STATUTE RUNS /
 LAST DAY TO FILE _____ DATE
 EXPEDITE &
 RETURN BY _____ DATE

HEARING SET FOR _____ AT _____

DEPT / DIV _____

SPECIAL INSTRUCTIONS:

SPECIAL HANDLING	
TIME _____	
MILEAGE _____	
FEE ADVANCE	
CHECK NO. _____	
BY _____	
CHECK SERVICE CHARGE	
SPECIAL PICK UP / DROP OFF	
RUSH / WALK THRU HAND FILE	
COURT SERVICE	
RECORDERS SERVICE	
STATE-WIDE HANDLING	
SERVICE OF PROCESS	
REQUEST BY PHONE / FAX	
RESEARCH / WAIT TIME _____	
INDEXING	
INVESTIGATION	
DOC PREP / BLUE BACK	
AIR COURIER	
OTHER	
TOTAL	

JGI WILL NOT BE RESPONSIBLE FOR BUCK SLIPS THAT ARE SUBMITTED INCOMPLETE OR INACCURATE.