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# PROCESS SERVING FORM

RUSH

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PRIVATE INVESTIGATIONS | PROCESS SERVERS | ATTORNEY SERVICES

FIRM NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \_\_\_\_\_ COURT: \_\_\_\_\_  
 \_\_\_\_\_ PLAINTIFF: \_\_\_\_\_  
 PHONE NO: \_\_\_\_\_ DEFENDANT: \_\_\_\_\_  
 SECRETARY/ATTY: \_\_\_\_\_ CASE NO.: \_\_\_\_\_  
 YOUR FILE NO: \_\_\_\_\_ JUDGE: \_\_\_\_\_ DEPT: \_\_\_\_\_

DOCUMENT: \_\_\_\_\_ DATE/TIME OF HEARING: \_\_\_\_\_  
 \_\_\_\_\_ LAST DAY TO SERVE: \_\_\_\_\_

SERVE: \_\_\_\_\_

SPECIAL INSTRUCTIONS/BEST TIME TO SERVE/DESCRIPTION/VEHICLE

HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

DATE:	TIME:	RESULTS & NOTES:

SERVICE INFORMATION:  
 PERSONAL  HOME  
 SUBSTITUTED  BUSINESS  
 POSTED  
 OTHER ADDRESS \_\_\_\_\_  
 DATE SERVED: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM  
 DOCUMENT SERVED ON: \_\_\_\_\_ TITLE/RELATION: \_\_\_\_\_  
 DATE SERVED: \_\_\_\_\_ TIME: \_\_\_\_\_  
 DOCUMENT SERVED ON: \_\_\_\_\_ TITLE/RELATION: \_\_\_\_\_

DESCRIPTION	SEX	RACE	AGE	HT	WT	HAIR	EYES

NOTES / COMMENTS:

BILLING DESCRIPTION	CHARGES:
SERVICE OF PROCESS	
ADDITIONAL DEFENDANTS	
BAD ADDRESS	
ATTEMPTED SERVICE	
RUSH SERVICE CHARGE	
LOCATE / SKIP TRACE	
COURT SERVICE	
STATEWIDE HANDLING	
FEES ADVANCED	
OTHER	
	<b>TOTAL</b>