



# REQUEST FOR SERVICE

EMAIL: [BRINGITSERVEIT@GMAIL.COM](mailto:BRINGITSERVEIT@GMAIL.COM)

TEL # 866.534.6612 / FAX # 714.455.2988

## YOUR INFORMATION

IS THIS SERVE  RUSH \*Additional fee required  ROUTINE

YOUR NAME / FIRM		Date
Street Address		Apartment / Unit #
City	State	Zip Code
E-mail		TEL #
Create a login and password so that We can provide status of your serve	Login	Password
		Fax #

## SERVICE INFORMATION

PERSON OR ENTITY BEING SERVED						
SERVICE ADDRESS AND TEL # is this address <input type="checkbox"/> Home <input type="checkbox"/> Work						
SECONDARY ADDRESS <input type="checkbox"/> Home <input type="checkbox"/> Work *Additional fee required for service at a secondary address						
DESCROBE THE PERSON	Age	Sex	Race	Hgt	Wgt	Hair Color

## CASE INFORMATION

COURT		
DOCKET / CASE / INDEX #	COURT DATE	LAST DATE FOR SERVICE
DOCUMENTS BEING SERVED		
PLAINTIFF / PETITIONER		
DEFENDANT / RESPONDANT		

**IMPORTANT!! SERVICE MUST BE MADE IN THE MANNER CHECKED BELOW**

**PERSONAL SERVICE:** By personally delivering copies to the person(s) or entity being served.

**SUBSTITUTED SERVICE:** By personally delivering copies to the dwelling house, usual place of abode or business of the person(s) or authorized person on behalf of an entity being served. Person receiving documents must be at least \_\_\_\_\_ years of age and should be informed of the general nature of the documents. If the documents are served in this manner you should/should not mail copies of same to the address where the papers were left. May be sub on \_\_\_\_\_ attempt.

**POSTING:** By posting copies in a conspicuous manner to the address of the person/entity being served. If the documents are served in this manner, you should/should not mail copies of same to the address where the papers were left. For additional requirements, if any, see below. May be sub on \_\_\_\_\_ attempt.

**DESCRIPTION OF FEES**

PERSON / ENTITY BEING SERVED	
<i>DESCRIPTION OF SERVICE</i>	<i>FEES ENCLOSED</i>
<b>ROUTINE SERVICE OF PROCESS - ONE INDIVIDUAL/ENTITY</b> <i>Service within 7-10 days)</i>	
<b>RUSH SERVICE OF PROCESS - ONE INDIVIDUAL/ENTITY</b> <i>(service within 48 hrs)</i>	
<b>SECONDARY ADDRESS TO ATTEMPT SERVICE</b> <i>(If PS Direct must attempt service at a 2<sup>nd</sup> address put the fee quoted for that 2<sup>nd</sup> address on this line)</i>	
<b>SECONDARY PERSON BEING SERVED</b> <i>(If you need a 2<sup>nd</sup> person served, put the fee quoted for that person on this line)</i>	
<b>NOTARIZATION OF AFFIDAVIT/PROOF OF SERVICE</b> <i>(\$15.00 Per Signature Where applicable)</i>	
<b>WITNESS FEES</b> <i>(Fees that you are including for us to serve with your Deposition)</i>	
<b>ALL ORIGINAL AFFIDAVIT/PROOF OF SERVICE DOCUMENTS ARE SENT BACK TO YOU, HOW DO YOU WANT THEM SENT?</b> <input type="checkbox"/> Fed Ex overnight-\$40.00 <input type="checkbox"/> USPS Express-\$22.00 <input type="checkbox"/> USPS Priority-\$10.00 <input type="checkbox"/> USPS Regular-No Chg	
<b>PRINTING</b> <i>(20 cents per page after the first ten pages)</i>	
<b>Extensive SKIP TRACING-\$75.00</b> <i>(Skip Trace Request Form can be printed @ <a href="http://www.courtserver.com">www.courtserver.com</a>)</i>	
<b>TOTAL</b>	

I have read and understand all terms and conditions of Priority Service Direct Process Servers

**(Print name)** \_\_\_\_\_ **(Signature)** \_\_\_\_\_

**Date** \_\_\_\_\_

**READ ALL TERMS & CONDITIONS AT [WWW.BRINGITSERVEIT.COM](http://WWW.BRINGITSERVEIT.COM)**