

# **PRIORITY SERVICE DIRECT**

**PROCESS SERVING & SKIP TRACING**

## **PLEASE TAKE NOTE!**

**THE FIRST (10) TEN PAGES OF ALL DOCUMENTS TRANSMITTED TO PS DIRECT EITHER BY FAX OR EMAIL, ARE AT NO ADDITIONAL CHARGE. HOWEVER, PLEASE ADD AN ADDITIONAL 10 CENTS FOR EACH ADDITIONAL PAGE.**

**THANK YOU FOR LETTING US SERVE YOU**

**PLEASE VISIT US AT [WWW.PR-DIRECT.COM](http://WWW.PR-DIRECT.COM) FOR ALL TERMS & CONDITIONS**



Psd411@gmail.com

# REQUEST FOR SERVICE

Please print clearly!!

Tel no. (866) 534-6612

Fax no. (714) 455-2988

Your email address \_\_\_\_\_

So that we can better serve you, we have online status. Please provide us with your email address for a password and visit [www.priorityservicedirect.com](http://www.priorityservicedirect.com)

<b>FROM:</b>	Tel No.	<b>RUSH</b> <input type="checkbox"/>	<b>ROUTINE</b> <input type="checkbox"/>
Attn:		<b>LAST DAY TO SERVE</b> _____ <b>(DATE)</b>	
<b>DATE:</b>	<b>CASE NO:</b>		
<b>COURT:</b>	<b>SENDER'S REF. NO:</b>		
<b>PLAINTIFF:</b>			
<b>DEFENDANT:</b>			
<b>DOCUMENTS:</b> (Exactly as it should appear on the affidavit of service)			
<b>SERVE:</b> (Exactly as it should appear on the affidavit of service)			
<b>RESIDENCE ADDRESS:</b>		<b>BUSINESS ADDRESS:</b>	
PHONE NO:		PHONE NO:	
<b>DESCRIPTION:</b>	Age:	Sex:	Race:
			Hgt:
			Wgt:
			Hair Color:
			Glasses?

### IMPORTANT!! SERVICE MUST BE MADE IN THE MANNER CHECKED BELOW:

**PERSONAL SERVICE:** By personally delivering copies to the person being served.

**SUBSTITUTED SERVICE AT RESIDENCE:** By personally delivering copies to the dwelling house or usual place of abode of the person (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. For additional requirements, if any, see below. 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.

<input type="checkbox"/> <b>NOTARIZE AFFIDAVIT</b> (Fee in some areas)	<b>WITNESS FEE ATTACHED:</b> \$ _____
<input type="checkbox"/> <b>USE OUR PROOF OF SERVICE</b> (enclosed)	<b>PAYMENT ATTACHED:</b> \$ _____
<input type="checkbox"/> <b>RETURN PROOF OF SERVICE BY OVERNIGHT DELIVERY</b> (Additional fee)	

**SPECIAL INSTRUCTIONS:**

Total fees for services rendered should not exceed \$ \_\_\_\_\_ without advance authorization!

**READ ALL TERMS & COMDITIONS AT WWW.PRIORITYSERVICEDIRECT.COM**