



# REQUEST FOR SERVICE

Tel no. (866) 534-6612

Psd411@gmail.com

Please print clearly!!

Fax no. (714) 455-2988

Your email address \_\_\_\_\_ Today's Date \_\_\_\_\_

Create a login \_\_\_\_\_ Password \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*(Login & Password can be letters, numbers or combination)*

**YOUR EMAIL ADDRESS ALLOWS US TO GIVE YOU UPDATES ON YOUR CASE. YOU CAN ALSO LOGIN TO YOUR ACCOUNT AND CHECK STATUS AS WELL AS GET PDF COPIES OF ANY DOCUMENTS WE PREPARE FOR YOU.**

<b>YOUR NAME / ADDRESS &amp; TEL No:</b>		RUSH <input type="checkbox"/> <i>Additional fee required</i>		ROUTINE <input type="checkbox"/>			
		YOUR COURT DATE: _____		LAST DATE TO SERVE: _____			
<b>COURT:</b>		<b>CASE NO:</b>					
<b>PLAINTIFF / PETITIONER:</b>							
<b>DEFENDANT / RESPONDANT:</b>							
<b>WHAT DOCUMENTS ARE WE SERVING?</b> <i>(Exactly as it should appear on the affidavit of service)</i>							
<b>WHO ARE WE SERVING?</b> <i>(Exactly as it should appear on the affidavit of service)</i>							
<b>WHAT IS THEIR HOME ADDRESS &amp; TEL NO.?</b>			<b>WHAT IS THEIR BUSINESS ADDRESS &amp; TEL NO.?</b>				
<b>DESCRIBE THE PERSON(S):</b>	Age:	Sex:	Race:	Hgt:	Wgt:	Hair Color:	Glasses?

***(EMAIL A PHOTOGRAPH OF THE PERSON IF ONE IS AVAILABLE)***

### 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.

I have read and understand all terms and conditions *(print name)* \_\_\_\_\_ *(Signature)* \_\_\_\_\_

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



# REQUEST FOR SERVICE

Continued

<b>PERSON / ENTITY BEING SERVED</b>
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SELECT THE SERVICE LEVELS YOU REQUIRE	Fees / Quote	FEES ENCLOSED
<b>Routine service of process</b> (service within 7-10 days from date received)		
<b>Rush service of process</b> (service within 48 hrs)		
<b>Each additional service of process</b> (at the same address)		
<b>Service of process at a secondary address</b>		
<b>Notary of Affidavit / Proof of Service</b> (Where applicable)	\$13.00	
<b>Witness Fee</b>		
<b>All original Affidavits of Service / Proof of Service are sent back to you, how you like it 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>	15 cents per page after the first ten pages	
<b>Basic Skip tracing - \$60.00</b> Skip Trace Request Form can be printed @ <a href="http://www.courtserver.com">www.courtserver.com</a>	\$60.00	
<b>TOTAL</b>		

<b>SPECIAL INSTRUCTION OR INFORMATION</b>
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