

Firm Name: _____ Date/Time Of Pick-up: _____ / _____
Contact: _____ Phone: _____ Due Date/Time: _____ / _____ ☐ RUSH
Employee E-mail: _____ Client/Ref. Number: _____

-Service of Process-

Level of Service:

- ☐ Routine (default) *
☐ RUSH
☐ SAME DAY (please call for availability)

Service Instructions: Person/Entity: _____
Description/Agent: _____

Address No. 1: _____ ☐ Home

☐ Business

Case Information:

Court: _____ Phone: _____
Branch: _____ Address No. 2: _____ ☐ Home
Case No: _____ ☐ Business
Case Name: _____
Hearing/Depo Date: _____ Phone: _____

Special Instructions/Additional Information (Vehicle description, Appearance, Best Hours to Serve, etc):

Level of Service:

- ☐ Routine (default) *
☐ RUSH
☐ SAME DAY (please call for availability)

-Court Service-

Filing Instructions: Last Date to File: _____

☐ File & Conform ☐ Record ☐ Issue

Court Copying Instructions:

☐ Regular Copy ☐ Certified Copy

*** Please describe the documents to be copied in the "List of Documents" section below ***

Fees:

☐ Advance Fee(s) ☐ Fee(s) Already Paid
☐ Fee(s) Attached

-List of Documents-

-OTHER-

Lawcopy offers many other options beyond the constraints of this form. Please put special requests here.

