

SwiftWings Express Process Servers

LITIGATION SUPPORT SERVICES. 17 Years of Excellence!

REQUEST FOR LEGAL SERVICE OF PROCESS

Please Fill, Print & add to your documents with letter of instruction.

Submitter Name: _____ Contact number: _____

Mailing Address: _____

Email address: _____

Services Requested, Documents serve (and listed on the affidavit), the person(s) to be served, and their address:

Court Name and Case no.: _____ Deadline: _____

Party(s) to be served description of each (if any): _____

Age: Gender: Race: Hgt. Wgt: Hair Color and length: Glasses Y/N:

Is there any other critical information about the defendant’s habits, vehicle, photo, or good time to serve?

IMPORTANT! SERVICE MUST BE MADE IN THE MANNER CHECKED BELOW BASED ON YOUR STATE’S LAW:

___ **PERSONAL SERVICE:** By personally delivering copies to the person being served or ___ ‘Authorized’ letter if Registered Agent _____. Excluding RA Service, you may SUBSTITUTE service (as defined below) on _____ attempt. If personal service and substitute service are unsuccessful, you may POST on _____ attempt.

___ **SUBSTITUTED SERVICE AT RESIDENCE:** By personally delivering copies to the usual place of abode of the person (or Family Member that is not a temporary sojourner or guest) being served. A person must be at least _____ year of age and should be informed of the general nature of the documents. If the documents are served in this manner, you should or should not ___ mail copies of the same to the address where the papers were left. (___ If substitute service is unsuccessful; you may POST on _____ attempt). **State Additional requirements.**

___ **SUBSTITUTED SERVICE AT BUSINESS:** By personally delivering copies to the office or place of business of the person (or authorized person on behalf of an entity) being served. The person receiving documents should be informed of the general nature of the documents. If the documents are served in this manner, you should or should not ___ mail copies of same to the address where the papers were left. **State Additional requirements.**

___ **POSTING** (if allowed by your state law): 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 or should not ___ mail copies of same to the address where the papers were left. **State Additional requirements.**