

REQUEST FOR LEGAL SERVICE OF PROCESS

Please fill, print, and return this form with your documents for a Fast Track Quote

We would appreciate your help. How did you find us? _____

Your Name: _____ Contact number: _____

Mailing Address: _____

Email address: _____

Services Requested: _____

Court Name and Case no.: _____ Deadline: _____

Documents to be served and listed on Notarized affidavit: _____

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

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

ANY 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** (individual or in-hand): 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, **based on your state law:**

___ **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 same to the address where the papers were left. (___ If substitute service is unsuccessful; you may POST on ___ attempt). **For additional requirements, if there are any, state below:**

___ **SUBSTITUTED SERVICE AT BUSINESS (If allowed by your law):** By personally delivering copies to the office or place of business of the person (or authorized person on behalf of an entity) served. The person receiving documents should be informed of the general nature of the legal documents. If the papers are served in this manner, you should ___ or should not ___ mail copies of same to the address where the papers were left. **For additional requirements, if there are any, state below:**

___ **POSTING (if allowed by your state law):** By conspicuously posting copies 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 the same to the address where the papers were left. **For additional requirements, if there are any, state below:**