



1) **Date:** _____ **Requestor's Ref:** _____ (for billing)
Requestor's Name: _____
Address: _____
Authorized/Contact: _____
Tel No.: _____ **Fax No.:** _____

<EXTRA CHARGES WILL APPLY FOR: DO TODAY, SPECIAL AND RUSH>

Please Check: **DO TODAY** **SPECIAL** (within 2-4 hrs) **RUSH** (within 24hrs)
 ROUTINE (within 72hrs) **LAST DAY TO FILE:** _____

2) ___ **NEW FILE** ___ **ADDING TO EXISTING FILE.** **CASE NO.:** _____
>>>TYPE: ___ CIV: DIST / SUP ___ FAM ___ CR : DIST / SUP ___ APPEAL ___ SMALL CLAIMS ___ BK<<<
Court: _____ **Branch (City)** _____
Address: _____
DOCUMENTS TO BE FILED (Pleas mark all that apply & write additional documents on "Other")
___ Summons & Complaint (Fam / Sup) ___ Civil Case Cover Sheet ___ ADR ___ NCM ___ NCA ___ Civil Case
Cover Sheet Addendum and Statement of Location ___ 1ST Amended Complaint ___ Exhibits ___ Cross-complaint.
Other _____

3) **COPIES** () PLAIN () CERTIFIED
___ **ENTIRE FILE**
___ **SPECIFIC DOCUMENTS** (attach Docket) _____

Case Number: _____ **Year filed:** _____ (if no case # available please provide name(s) of involving parties).
Case Name: _____
County: _____ **Branch(City)** _____

4) **Return copies by:** **Mail/overnight to:**
Fax ___ Regular Mail ___ (S&H charges will apply) **Name:** _____
Overnight ___ Fed Ex ___ UPS ___ DHL ___ **Address:** _____
Account # _____

5) **PAYMENT INFORMATION**(Type Clearly)
[] **CHECK**(If faxing docs include copy of the check and mail) **Check No.:** _____
[] VISA [] MC [] JAX [] DISCOVER
Credit Card No.: _____ **Exp** _____ **Sec. Code** _____
Credit Card Holder: _____
Address _____
Signature: _____

Disclaimer

We are not responsible for any monetary or other damages if you fail to provide any deadlines for filings/serving. All rush filings must be received in our office by 12:00pm in order to be completed that day. Every assignment (filing/service) must be accompanied by a work order; verbal requests are **not** accepted; all cancellations must be provided in writing. If a mistake is found in a proof of service it must be notified to us immediately; so we can make the necessary corrections.

**FOR OFFICE USE
RECEIVED**
____/____/____
By _____

Print this form and fax it to our office. We appreciate your patronage!



1)Date: _____ Requestor's Ref: _____ (for billing)

Requestor's Name: _____

Address: _____

Authorized by/Contact Name: _____

Tel No.: _____ Fax No.: _____

2) Check Appropriate Box (Charges are p/name)

DO TODAY (\$90.00)* Routine (2-3 days) (\$60.00)*

To help with the findings, please provide as much information as possible(aka's, maiden names, etc).

ENTITY/PARTY NAME: _____ (provide middle initial, aka's maiden name, etc).

Social Security No.: _____ DOB: _____

Last Known Address: _____

Last Known Telephone number: _____

Known relatives he/she/might be living with: _____ City _____

3)PAYMENT INFORMATION: ()AX ()MC ()VISA ()DISCOVERY

Credit Card No.: _____ Exp: _____ Sec code _____

Credit Card Holder: _____ (3 digits on signature line 4 digits on AX in front)

Billing Address: _____

Signature: _____

Disclaimer:

This paragraph describes some of the terms of an agreement, but you are bound by all the terms of an agreement even if not listed here. You are also representing and warranting that you have a legal right to obtain all information requested from the service, and that you will use all information in compliance with all applicable laws, including without limitation the Fair Credit Reporting Act (15 U.S.C. Sec. 1681 et seq.), the Federal Drivers Privacy Protection Act (18 U.S.C. Section 2721 et seq.), the Gramm-Leach Bliley Act (U.S.C. Title 15, Chapter 94, Section 6801 et seq.), and similar statutes. You also agree not to use service for consumer credit purposes, consumer insurance, underwriting, pre-employment purposes, tenant screening purposes, or for other purposes prohibited by federal or state statutes, or for any illegal activity.

The provider of this information does not warrant the comprehensiveness, completeness, accuracy, or adequacy for any particular use or purpose of the information provided and expressly disclaims all warranties express or implied as to any matter whatsoever. Provider will not be responsible for any loss or damage caused by the use of data.

User accepts all information AS IS and acknowledges that we do not guarantee the accuracy or availability of the information on the Service, in whole or in part. User shall not use any information received from the Service for any purpose considered by as solicitation or marketing for goods or services.

Signature: _____

**If no information is obtained (no hits found) there will be no charge, on rush requests only the rush charge of \$30.00 will be charged to your credit card.*

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