



Process Serving, LLC



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|                  |   |
|------------------|---|
| <i>Due Date:</i> | <input type="checkbox"/> Standard       |
| <i>Due Date:</i> | <input type="checkbox"/> Rush (24hrs) * |
| <i>Email:</i>    |   |

**\*Additional charges apply**

## Court Filing

|   |  |   |
|---|--|---|
| <i>Ordered by:</i>  | <b>Reference / File No.:</b>                       |   |
| <i>Firm Name:</i>   |  |   |
| <i>Address:</i>   |  |   |
| <i>Tel:</i>   |  |   |
| <i>Fax:</i>   |  |   |
| <i>Case Name:</i>   |  |   |
| <b>Court Name:</b>  |  |   |
| <b>Court Address:</b>                                       |  |   |
| <b>Documents:</b>   |  |   |
| <input type="checkbox"/> SUMMONS & COMPLAINT                | <input type="checkbox"/> ADR PACKAGE               | <input type="checkbox"/> CIVIL CASE COVER SHEET |
| <input type="checkbox"/> CASE MGT STATEMENT                 | <input type="checkbox"/> NOTICE OF CASE ASSIGNMENT | <input type="checkbox"/> EXHIBITS               |
| <input type="checkbox"/> NOTICE OF CASE MGMT                | <input type="checkbox"/> PLAINTIFF'S CLAIM         |   |
| <input type="checkbox"/> OTHER: _____                       |  |   |
| _____   |  |   |
| <input type="checkbox"/> Advance Fees *<br><i>Amount \$</i> | <i>Amount \$</i>                                   |   |
| <input type="checkbox"/> Special Instructions               |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |

**Additional Charge for: Copies, Fax.**  
**Filing Fees charged by the court are not included in the price.**

**Payment must be submitted with this form.**

**Tel:**

**~ Fax:**