

Today's Date _____

Agency/Attorney Name _____

Contact Person _____ Contact Number _____

Street Address _____

City _____ State _____ Zip Code _____

Case Name _____ Case # _____

Number of sets to Serve	Serve by date	Last date for Filing	County	Court	Call, Email Or Fax when complete?

Check any that apply and/or provide instructions below:**Speed of Service: Includes 3 Attempts**____ Same Day or Emergency Service* (Must be received by 11:00 a.m.) *Additional fee applies.*

____ Routine (1st attempt within 48 Hours)

Manner of Service:____ **Personal** – By delivering copy to the named party in the action exclusively.____ **Substitute** – By delivering copy to the residence/usual place of abode of party. Leaving copy with any current co-resident, therein of suitable age per rule of court.____ **Corporate** – By delivering copy to the Registered Agent, Officer or authorized employee.____ **Notarized Affidavit of Service** (\$10.00 additional fee applies).

Special Instructions: _____

Person(s) to be served:

Name:	Place of Employment:
Description: Age _____ M _____ F _____ Race _____ HT: _____ Approx. WT: _____ Hair Color _____ Distinguished marks:	Address: Phone:
Address:	Vehicle(s) make & model
Phone	Is he or she known to be violent? _____ if yes, explain:

Do not write below this line

Served to: _____ Title: _____ Date: _____

Description of person served: Age _____ M _____ F _____ Approx. HT: _____ Approx. WT: _____ Hair Color _____

Served by: _____ Time: _____

Server Notes: _____