

# FPS Service of Process

Phone: 303-406-9383

Email: [FPShelp@outlook.com](mailto:FPShelp@outlook.com)

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: \_\_\_\_\_