



# Legal Dispatch

PROCESS SERVER & LEGAL SERVICES

## New Service Request

Your Name/Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Billing Address (If Different): \_\_\_\_\_

**Documents:**      S&C                  Petition/Order  
                          Subpoena              Small Claims  
                          Other

Other: \_\_\_\_\_ Witness Fee \$: \_\_\_\_\_

**Handling:**    Routing (Usually within 1 day)      Rush (Within 12hrs)  
                          Rush Within 6hrs                      Special (Indicate Details in Special Instructions)

**Paying by:**    Cash    Credit Card    Business Check    PayPal

Special Instructions: \_\_\_\_\_

**Who are we serving?:**    Individual    Resident Agent    Company  
    Custodian of Records    Company c/o Resident Agent

**Legal Name (Individual/Company)** \_\_\_\_\_

Alias or Nick Name(s): \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Physical Description: Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Glasses: \_\_\_\_\_

Tattoos: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Other: \_\_\_\_\_

Are they on active duty in the U.S. Military?: \_\_\_\_\_ If so where?: \_\_\_\_\_

What Automobiles do they use?: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Other: (damage, color, etc.): \_\_\_\_\_

Can You provide a recent photograph?: \_\_\_\_\_ Do they use Facebook: \_\_\_\_\_ Other Social Networking: \_\_\_\_\_

Are there children involved?: \_\_\_\_\_ If so, is there a child exchange schedule?: \_\_\_\_\_

When and Where?: \_\_\_\_\_

Are they aware that this legal matter is happening?: \_\_\_\_\_ Are they expecting to be served?: \_\_\_\_\_

Has this service been attempted already?: \_\_\_\_\_ Will this person actively evade service?: \_\_\_\_\_

Other comments you think might be helpful: \_\_\_\_\_

**Bold = Required Fields**

Note: The information we collect from you will not be sold or transferred to any other company. We use this information for internal uses only and protect your privacy.