



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: _____

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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.