

PROCESS SOLUTIONS

Visit Our Website:
www.activelegalprocess.com

REQUEST FOR SERVICE

Client Information

Firm Name: _____
Contact if Questions: _____
Phone Number: _____
Email Address: _____

If you include your email address, we can send you a quick update once your documents have been served!!!

SPECIAL INSTRUCTIONS

LAST DAY TO SERVE: _____

BEST TIME TO SERVE: _____

BEST ADDRESS TO ATTEMPT: (check box below)
 HOME BUSINESS

CHECK THE BOXES BELOW IF YOU WANT TO ADD THE FOLLOWING SERVICES (additional charges):

SAME DAY RUSH FILE PROOF ADVANCE FEES \$ _____

PERSON TO SERVE #1

Name: _____

Residential Address: _____

Business Address: _____

If you have a physical description of the party being served, the make or model of their vehicle, or any special instructions that may help in effecting service, please fill in here: _____

PERSON TO SERVE #2 (if any)

Name: _____

Residential Address: _____

Business Address: _____

If you have a physical description of the party being served, the make or model of their vehicle, or any special instructions that may help in effecting service, please fill in here: _____

Once you have completed this Request for Service form, please call our office to schedule a same day pickup. The best way to reach us is to dial (661) 368-0789. If you prefer to email your assignment, please send to heather@activelegalprocess.com. Our email is checked throughout the day and will be received immediately. Thank you for your business!