

REQUEST FOR SERVICE OF PROCESS

Date: _____

Client/Firm/Attorney: _____

Address: _____

Contact/Telephone/Email: _____

Attorney File No. /Case No.: _____

Plaintiff/Petitioner: _____

Defendant/Respodent: _____

Documents: (exactly as it should appear on affidavit)

Jurisdiction

Filing

Other

- Summons/Complaint
- Hearing
- Subpoena
- Dissolution
- Judgment
- Writ of Garnishment
- Default
- Answer
- Citation
- Forcible Detainer
- Other

- Superior Court
- U.S District Ct. (IND)
- Bankruptcy Ct. (IND)
- Corp Commission
- Probate
- SOS
- City Municipal
- Small Claims
- Recorder
- Domestic Court
- Sheriff Attempt?

- File
- Record
- Issue/Serve
- Issue/Rtn

- Skip Trace
- Stake-Out

Service (first attempt)

- Routine (2 business days)
- Rush (1-2 days add \$25)
- Same Day (same day rcvd Dbl\$)
- Priority on Demand (\$165+)

Service Instructions:

Serve: (exactly as it should appear on affidavit) _____

Is service upon a corporation? Yes No Is authorizing agent CT Corporation or CSC? Yes No
Authorized to sub-serve? Yes No on attempt # _____ *Must be _____ years old *Mail Copy: Yes No

Home Service Address: _____

Business Service Address: _____

Best place to serve: _____ Best time (s) to serve (if known): _____ am/pm

Identifiers M F Height _____ Weight _____ Race _____ Eyes _____ Tattoos _____ Other _____

Other: _____

Other: _____

Service Deadline (if any): _____ Hearing Date: _____ Other Deadline _____

Notarize Affidavit Yes No

Use Affidavit Attached Yes No

Return Original to Court Office

Return Overnight Yes No (Add'l Fee)

Witness fees Witness fees attached Notify when served: yes no via TX Web Email

Office Use Only: Case No. _____ Job No: _____ Client: Billed/Advance Fee _____ Paid: Check No _____
 Service Attempt Date (s) 1 _____ 2 _____ 3 _____ 4 _____ 5 _____
 Service: _____ No Service: _____ Affidavit mailed/returned _____ Declaration of Diligence _____

Please include other need to know information surrounding the service:

Subject may attempt to evade service (explain below) Subject may be wanted Subject has a violent history
 Current photograph attached Photograph available at DMV Booking Photo Agency, Case#:

Please include any other need to know information i.e. (jurisdictional service limitations, previous service attempts, subject lives in restricted or gated community, weapons, etc.)

Explain:

PAYMENT

Check Attached Money Order Attached Visa M/C Amex Discover

I authorize Serenity Legal Solutions, LLC to electronically debit my bank account according to the terms outlined below. I acknowledge that electronic debits against my account must comply with United States law.

One time on date shown for the amount shown on the enclosed scanned check.

Authorizing Signature

Position

Date

INVOICE (approved law firms & clients only)

Upon completion of the assignment Serenity Legal Solutions, LLC will submit an invoice. Client agrees to pay Invoice upon receipt. See invoice for additional terms.

Billing Contact

Position

Billing Address

Consulting | Investigations | Legal Support

Client authorizes Serenity Legal Solutions, LLC (herein referred to as "Firm") to conduct this process service and/or investigation and certifies that all information submitted is for legal and permissible purposes only. Client agrees that "Firm" and its employees or contactors are empowered to perform said services for and on behalf of the client and do all things necessary, appropriate or advisable in performing said services. Client understands "Firm" has made no guarantee to the client as to the results of the process service and/or investigation. No refunds will be provided once the documents are received however, if the process server has not made a service attempt but is enroute to the service address, then a refund at "Firm's" discretion may be issued. Time, mileage, handling and skip tracing fees may apply. Client understands there is a charge for each address attempted. Client agrees to hold "FIRM" harmless from any and all damages, which are occasioned by any disclosure or non-disclosure of any part of said reports and investigative results. The client agrees to compensate Serenity Legal Solutions, LLC. the sum of fifty-five dollars (\$55.00) per hr./person, or any portion thereof, for any time spent in court or at any administrative hearing, meeting or any other proceeding at the request of a client due to this investigation. Said amount will be paid regardless of the fact that it may involve any type of stand-by time or on-call time or continuance and includes travel time. All travel expenses are to be paid for by client in advance. Service request is to be used for routine service of process only. If your case requires surveillance, field, locate investigations or other investigative services please contact us for a case quote. Unsigned documents will be returned for insufficiency.

Authorizing Signature

Position

Date
