

# D & R LEGAL PROCESS SERVICE, LLC

(Dependable & Responsible Since 1985)

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## WORK ORDER

CLIENT: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ATTN: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

SERVE: \_\_\_\_\_ FILE: \_\_\_\_\_ RUSH: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SERVE: \_\_\_\_\_

FILE #: \_\_\_\_\_

HOME ADD: \_\_\_\_\_

COURT: \_\_\_\_\_

\_\_\_\_\_

CASE #: \_\_\_\_\_

BUS ADD: \_\_\_\_\_

CASE TITLE: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

DOCS TO BE SERVED: (List exactly as to appear on Proof of Service)

SPECIAL INSTRUCTIONS: (Please complete, it helps us serve your documents efficiently)

RACE \_\_\_ SEX \_\_\_ AGE/D.O.B. \_\_\_\_\_

HAIR \_\_\_ EYES \_\_\_ HEIGHT \_\_\_ WEIGHT \_\_\_\_\_

OTHER \_\_\_\_\_

ATTY WIT FEE ATTACHED \$ \_\_\_\_\_

CK# \_\_\_\_\_

VEHICLE: \_\_\_\_\_

PREPAID PROCESS FEES \$ \_\_\_\_\_

PAID BY CK# \_\_\_\_\_ CASH \_\_\_\_\_

BEST TIME TO SERVE: \_\_\_\_\_

MASTERCARD OR VISA # \_\_\_\_\_

PICTURE ATTACHED? (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

DATE CARD EXPIRES: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NOTICE TO PERSON SERVED ON SUMMONS TO BE COMPLETED AS FOLLOWS:

\_\_\_\_\_ as an individual defendant

\_\_\_\_\_ as the person sued under the fictitious name of:

\_\_\_\_\_ on behalf of:

HOW DID YOU HEAR ABOUT D&R?

\_\_\_ Friend or relative

\_\_\_ Yellow Pages (SBC or Valley)

\_\_\_ Direct Mail

\_\_\_ Other: \_\_\_\_\_

