



Attorney's **Certified** SERVICES

BAKERSFIELD
5080 California Ave., Ste. 425, Bakersfield, CA 93309
PALM SPRINGS
1717 E. Vista Chino, Ste. A7-610, Palm Springs, CA 92262
LOS ANGELES
1541 Wilshire Blvd., 550, Los Angeles, CA 90017
SAN JOSE
1155 N. First Street, Ste. 100, San Jose, CA 95112
Toll Free: (888) 514-5067
orders@attomeycertified.com

Order Date: _____

PROCESS SERVICE INSTRUCTIONS

Client Name & Address: _____

County: _____

Court Branch/Location:

Limited Under 10K Over 10K Unlimited U.D.

Telephone: _____

Case Number: _____

Fax Number: _____

Case Title: _____

Contact: _____

Documents to be Served:

Email Address: _____

Summons and Complaint Summons and Petition Small Claims Subpoena Unlawful Detainer

File Number: _____

OTHER / ADDITIONAL DOCUMENTS (Please List):

SPECIAL INSTRUCTIONS: Please note any time requirements!

STANDARD (Attempted within 5-7 Days)

RUSH (Attempted within 3-5 Days)

RUSH (Attempted within 1 Day)

ON DEMAND (Immediate Dispatch)

RUSH / ON DEMAND Charges Approved by: _____

Last Day to Serve: _____ Deadline Runs on: _____

File Proof? \$ Applies Yes No Is ACS the Deposition Officer? Yes No

Name: _____

HEARING DATE: _____ IN DEPT/DIV: _____

ADVANCE WITNESS FEES?
A 10% Check Charge will be added (\$5.00 Min.)

HEARING TIME: _____ AM PM

Amount: _____

Party to be Served #1:

Residence Address & Phone No.:

Business Name, Address & Phone No.:

Additional Instructions:

Sex	Age	Lbs	Height	Hair	Skin

Party to be Served #2:

Residence Address & Phone No.:

Business Name, Address & Phone No.:

Additional Instructions:

Sex	Age	Lbs	Height	Hair	Skin