

Golden Gate Legal Services, LLC

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Service Request Form

Ordered By: _____ Date _____ Time _____
Firm: _____ Attorney: _____
Street Address: _____ Contact: _____
City, State, ZIP: _____ Phone: _____
Phone: _____ E-mail: _____
Fax: _____ File #: _____

Case Information

Court: _____ Plaintiff: _____
Branch: _____ Case#: _____ Defendant: _____

Court Service Instructions

File Deadline: _____ Filing Fees: None
 Deliver Dept # _____ Rush Provided
 Research / Copy Rush Return \$ _____ Please Advance
 Other: _____

Documents:

Special Instructions:

Service of Process Instructions

Routine Deadline: _____ Routine Deadline: _____
 Rush Witness Fee \$ _____ Rush Witness Fee \$ _____
 Skip Trace Personal service only Skip Trace Personal service only

Person or Entity (and Agent) to be served:

Address 1

Phone:
Address 2

Phone:

RACE	SEX	AGE	HT	WT	HAIR	EYES

2nd Person or Entity (and Agent) to be served:

Address 1

Phone:
Address 2

Phone:

RACE	SEX	AGE	HT	WT	HAIR	EYES

Documents:

Special Instructions:

Documents:

Special Instructions: