



PILB License # 2031C

PROCESS SERVICE INSTRUCTIONS

Your Reference # _____

Our Reference # _____

Today's Date _____ District Justice Federal Family Other _____

Plaintiff _____

Defendant _____

Law Firm _____ Attorney _____

Address _____
City State Zip

Contact Person _____ Contact Phone _____ Contact Email _____

DOCUMENTS TO BE SERVED - CHECK ALL THAT APPLY

<input type="checkbox"/> Summons	<input type="checkbox"/> Small Claims <input type="checkbox"/> LV <input type="checkbox"/> NLV <input type="checkbox"/> HEND	<i>Complaint - Instructions - Answer</i>
<input type="checkbox"/> Complaint	<input type="checkbox"/> Other	
<input type="checkbox"/> Subpoena	<input type="checkbox"/> Other	
<input type="checkbox"/> Subpoena Duces Tecum	<input type="checkbox"/> Other	
<input type="checkbox"/> 5 Day or Quit	<input type="checkbox"/> Other	

SERVICE LEVEL

- Routine \$40.00 (Attempted within 72 hours)
- Rush \$80.00 (Same Day Dispatch w/ Daily Attempts)
- On Demand \$120.00 (Immediate Dispatch)
- Appointment Service \$80.00 (Specified Attempt)

- Out of Area Service - *In State* (Call for pricing)
- Out of Area Service - *Out of State* (Call for pricing)
- Advance Witness Fee

**Additional charges may apply to all service*

Party To Be Served:					
Address of Service	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	
Alt. Address of Service	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	
Alt. Address of Service	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	
<input type="checkbox"/> Business <input type="checkbox"/> Residence	Serve No Later Than		Hearing Date		
Physical Description	<i>Height</i>	<i>Weight</i>	<i>Hair Color</i>	<i>Age</i>	<i>Race</i>
Place of Employment					
Date Served	Person Served/Relationship				
Time Served AM PM	Address Served				
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	
1 st Server Name	2 nd Server Name		# Of Addresses Attempted		
Notes:					
Office Use Only 2015 V.5					