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| --- |
| **PLEASE HAVE THE PLAINTIFF / PETITIONER FILL OUT AS MUCH AS POSSIBLE** |
| COMPANY NAME: |  | **DATE:** |  |
| CONTACTS NAME |  |
| CONTACTS EMAIL |  |
| CONTACTS PHONE # |  | CONTACTS FAX # |  |
| REFERENCE # |  | **CASE #** |  |
| **COURT** |  | **COUNTY** |  | **STATE:** |  |
| **PLEASE CHECK ALL THAT APPLY** |
| **ISSUE** |  | **FILE** |  | **COURIER SERVICE****(NO PROOF REQUIRED)** |  | **RUSH****(ADDITIONAL FEE)****(WITHIN 48 HRS)** |  | **SAME DAY (ADDITIONAL FEE)** |  |
| **SPECIFIC DATE FOR SERVICE (ADDITIONAL FEE)** |  | **SPECIFIC TIME FOR SERVICE (ADDITIONAL FEE)** | **AM / PM** |
| **HEARING DATE IF KNOWN** |  |
| **PARTY TO BE SERVED** |  |
| **2ND PARTY SERVED** |  |
| **PRIMARY ADDRESS** | **RESIDENCE** |  | **BUSINESS** |  | **ALTERNATE ADDRESS (ADDITIONAL FEE)** | **RESIDENCE** |  | **BUSINESS** |  |
| **ADDRESS:**  | **NAME:**  |
|  | **ADDRESS:** |
| **CITY & ZIP:** |  |
|  | **CITY & ZIP:** |
| **PHONE:**  |  |
|  | **PHONE:** |
| **BEST DATE / TIME TO SERVE:** |  | **BEST DATE /TIME TO SERVE:** |  |
| ADDITIONAL INFORMATION / INSTRUCTIONS:  |
|  |
|  |
| **DESCRIBE PARTY TO BE SERVED** | **DOB OR AGE** |  | **SSN** |  |
| **DL** |  | **STATE** |  | MARITAL STATUS | **S M D W** | HISTORY OF VIOLENCE? | **YES / NO** |
| DOES HE/SHE CARRY A WEAPON? | **Y / N** | DOES HE/SHE HAVE AGGRESSIVE ANIMALS?  | **Y / N** | WILL THEY AVOID?  | **Y / N** |
| PHYS. DISC. | HT: |  | WT: |  | HAIR |  | EYES |  |
| RACE: |  | **M / F** |  | VEHICLE DESCRIPTION: | LIC. PLATE |  |
| VEHICLE DESCRIPTION: | YEAR |  | MAKE |  | MODEL |  | COLOR |  |
| DO THEY PARK IN THE DRIVEWAY OR GARAGE? |  | IS THE PARTY EXPECTING THE PAPERS? | **Y / N** |
| **PLEASE FILL OUT AS MUCH INFORMATION AS POSSIBLE. PLEASE PROVIDE ONE COPY OF ALL OF THE DOCUMENTS FOR EACH PARTY BEING SERVED. PLEASE EMAIL** **Service@TPS.Legal****, FAX 928-233-8147 AND/OR ATTACH WITH DOCUMENTS IN OUR CLIENT ACCESS AREA. MAIL TO 3225 SILVER ARROW DRIVE LAKE HAVASU CITY, AZ. 86406 OR CALL FOR PICK UP 928-846-4100 IF LOCAL** |