

COLORADO WEST PRO-SERVE & INVESTIGATIONS, LLC



coloradowestproserv@gmail.com

SERVICE REQUEST FORM

Court Case # _____
 County Court District Court _____ County _____ State _____

Court Address _____

Plaintiff/Petitioner(s): _____

Vs

Defendant/Respondent(s): _____

PARTY TO BE SERVED (List name exactly as it appears on document to be served)

Name: _____ Name: _____

Address: _____ Address: _____

City & Zip: _____ City & Zip: _____

ADDRESS(S) FOR SERVICE (Include name and address of employer)

Name: _____ Name: _____

Address: _____ Address: _____

City & Zip: _____ City & Zip: _____

Indicate the best time(s) to serve and give a physical description of the person (if possible):

List ALL DOCUMENTS to be served EXACTLY as you want them to appear on the Proof of Service: Summons and Complaints Motions Supplemental Order Garnishment Order to Show Cause Trustee Sale Subpoena Bankruptcy Notice Eviction Restraining Order Civil Protection Order Child Custody Other:

NOTARY REQUIRED: Yes No

YOUR NAME: _____

Phone: () _____

Firm: _____

Email Address: _____

Address: _____

City, State Zip: _____

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CHOOSE TYPE OF SERVICE:

Standard Service includes: First attempt within 3-5days from day of receipt. (\$50.00 total)

Rush Service includes: First attempt within 2-3 days from day of receipt (3 attempts). Add \$20.00 to Standard Service to upgrade to Rush Service. (\$70.00 total)

Same Day Service includes: First attempt within the same day of receipt (3 attempts). Add \$40.00 to Standard Service to upgrade to Same Day Service. (\$90.00 total)

Additional Document Served includes: Along with any service purchased (Standard, Rush, Same Day) if document can be served same time, same place or same individual (if not, another service is charged in full). Add \$30.00 to the service level you picked. (\$80.00 total)

All services includes free pick up in Grand Junction area, and notarized affidavit of service

BILLING INFORMATION: We accept all major credit cards, as well as PayPal account direct payments. Cash, check, and onsite credit card acceptance now available.

PayPal via www.coloradowestproserv.com add 3% to cover PayPal credit card fee.

Onsite credit card: add 3% to cover Square Credit Card Reader fee.

Cash Check Other _____

*All services must be prepaid unless other arrangements have been agreed upon.

Thank you