ROLAND PROCESS SERVICE & INVESTIGATIONS, LLC

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PROCESS SERVICE REQUEST FORM

FIRM NAME *(REQUIRED)*	PHONE *(REQUIRED)*	EMAIL	RPS&I CLIENT # *(NOT REQUIRED)*	DATE

ADDRESS		CITY	STATE	ATTORNEY

CASE NAME	CLIENT MATTER/REFERENCE #	SUPPORT STAFF *(REQUIRED)*

DOCUMENTS TO SERVE	CASE #

FILING

LAST DAY FOR FILING	STATUTE DATE	COUNTY	COURT	ROUTINE SERVICE (DEFAULT)	SAME DAY RUSH SERVICE	RUSH SERVICE	SERVE CIVIL CASE SCHEDULE	OBTAIN SIGNATURE FROM SUBJECT	
				☐	☐	☐	☐	☐	

PROCESS

SERVE BY DATE	NUMBER OF SETS TO SERVE	# TO POST	# TO MAIL	GOVT ENTITY	CORP.	INDIVIDUALLY ONLY HIM	INDIVIDUALLY ONLY HER	SUB SERVICE OK	HEARING DATE	INVESTIGATIONS
				☐	☐	☐	☐	☐		LOCATE: ☐ PERSON ☐ ASSETS ☐ BANK ACCOUNT

☐ SURVEILLANCE ☐ BACKGROUND REPORT ☐ INFORMATION ☐ OTHER

☐ *EMAIL WHEN COMPLETED*   ☐ *CALL WHEN COMPLETED*

RESIDENCE	BUSINESS/EMPLOYMENT ADDRESS
SERVEE (S)	**BUSINESS NAME**
ADDRESS	**ADDRESS**
PHONE **S.S. #** **DOB** **DRIVER'S LICENSE #**	**PHONE**

SPECIAL SERVICE INSTRUCTIONS

·· FOR RPS&I USE BELOW THIS ····································

			TITLE	DATE	TIME	# OF COPIES	SRV. BY:
REC. BY:**X**							

DATE/TIME	NOTE CODES	BY	AGE	WT.	HT.	RACE SEX	HAIR COLOR	DISTING. MARKS		LIC. PLATE
								TP #		
								RTM		
								BA FEE		
								TRACE $		
								MISC $		
								MISC $ FOR		
								SPEC $		
								CHECK #		
						TEMPLATE CODE		SPLIT		
DATE/TIME	REPORTED SERVE TO	☐ RECEPTIONIST		☐ VOICE MAIL		AFTER ENTERED BY		AMOUNT THIS WO #		

022 (3/02)

1 = NO ANSWER AT THE DOOR, LIGHTS ON INSIDE
2 = NO ANSWER AT THE DOOR, DARK INSIDE
3 = VEHICLE PRESENT, NO ANSWER AND DARK INSIDE
4 = VEHICLE PRESENT, LIGHTS ON INSIDE, NO ANSWER
5 = PER MALE RESIDENT, HE HAS NEVER HEARD OF THE SUBJECT
6 = PERFEMALE RESIDENT, SHE HAS NEVER HEARD OF THE SUBJECT
7 = SUBJECT IS NOT WORKING TODAY
8 = VACANT
9 = NO SUCH ADDRESS
10 = SUBJECT RECEIVES MAIL, BUT DOES NOT RESIDE AT ADDRESS
11 = PER NON-RESIDENT, SUBJECT NOT AT HOME
12 = PER CO-RESIDENT, SUBJECT NOT AT HOME