



# ROLAND PROCESS SERVICE & INVESTIGATIONS, LLC

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## PROCESS SERVICE REQUEST FORM

FIRM NAME (REQUIRED)		PHONE (REQUIRED)		EMAIL		RPS&I CLIENT # (REQUIRED)		DATE <b>4/19/17</b>			
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	FILE ORIGINAL PROOF WITH COURT	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	NO (DEFAULT)

PROCESSES	SERVE BY DATE	NUMBER OF SETS TO SERVE	# TO POST	# TO MAIL	GOVT ENTITY	CORP.	INDIVIDUALLY		ABODE SERVICE Co-RES OK	HEARING DATE	INVESTIGATIONS		
					<input type="checkbox"/>	<input type="checkbox"/>	ONLY HIM	ONLY HER	<input type="checkbox"/>		LOCATE: <input type="checkbox"/> PERSON <input type="checkbox"/> ASSETS <input type="checkbox"/> BANK ACCOUNT	<input type="checkbox"/> SURVEILLANCE	<input type="checkbox"/> BACKGROUND REPORT

EMAIL WHEN COMPLETED

CALL WHEN COMPLETED

<p><b>SERVEE (S)</b></p> <p>RESIDENCE</p> <p><b>ADDRESS</b></p> <p><b>PHONE</b></p> <p><b>S.S. #</b></p> <p><b>DOB</b></p> <p><b>DRIVER'S LICENSE #</b></p> <p><b>SPECIAL SERVICE INSTRUCTIONS</b></p>	<p><b>BUSINESS NAME</b></p> <p>BUSINESS/EMPLOYMENT ADDRESS</p> <p><b>ADDRESS</b></p> <p><b>PHONE</b></p>
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FOR RPS&I USE BELOW THIS

REC. BY: <b>X</b>		TITLE	DATE	TIME	# OF COPIES	SRV. BY:			
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	<input type="checkbox"/> RECEPTIONIST	<input type="checkbox"/> VOICE MAIL	AFTER ENTERED BY	AMOUNT THIS WO #				

- 022 (3/02)
- |  |   |  |
|--|---|--|
| 1 = NO ANSWER AT THE DOOR, LIGHTS ON INSIDE      | 5 = PER MALE RESIDENT, HE HAS NEVER HEARD OF THE SUBJECT    | 9 = NO SUCH ADDRESS  |
| 2 = NO ANSWER AT THE DOOR, DARK INSIDE           | 6 = PER FEMALE RESIDENT, SHE HAS NEVER HEARD OF THE SUBJECT | 10 = SUBJECT RECEIVES MAIL, BUT DOES NOT RESIDE AT ADDRESS |
| 3 = VEHICLE PRESENT, NO ANSWER AND DARK INSIDE   | 7 = SUBJECT IS NOT WORKING TODAY                            | 11 = PER NON-RESIDENT, SUBJECT NOT AT HOME                 |
| 4 = VEHICLE PRESENT, LIGHTS ON INSIDE, NO ANSWER | 8 = VACANT  | 12 = PER CO-RESIDENT, SUBJECT NOT AT HOME                  |