ASAP Serve
Process Servers

SERVICE REQUEST FORM
Law Offices

ASAP Serve, LLC | 1837 S Mesa Drive, Suite Cl02 • Mesa, AZ 85210 | (480) 821-1552 Office

SERVICE TYPE: ☐ ROUTINE ☐ PRIORITY ☐ RUSH **DATE NEEDED:** _____

FIRM INFORMATION CASE INFORMATION

LAW FIRM INFORMATION

Firm Name: _____

Address: _____

Phone No.: _____

Email: _____

Client File #: _____

ATTN To: _____

COURT INFORMATION

Court: _____

Address: _____

Case #: _____

Judge: _____

Notes: _____

SERVICE REQUESTED

☐ Serve Only ☐ File & Serve ☐ File & Return Conformed Copies

☐ Records Research ☐ Drop-off Only ☐ Other: _____

☐ Copy Request ☐ Advance Fees ☐ Pick-up at Address: _____

☐ Certified $ _____

FEES

Fees $ _____ ☐ Appearance/Witness Fees ☐ ATTACHED ☐ ADVANCE

☐ Copy Fee ☐ Filing Fee(s)

CRITICAL DATES

Last Day to File: _____

Expedite & Return By: _____

Hearing Date: _____

SPECIAL INSTRUCTIONS

_____

_____

_____

_____

_____

_____

_____

_____

_____

FOR ASAP USE ONLY

Action Taken:

_____

_____

_____

_____

ASAP Job #: _____ **ASAP Check #:** _____

Charge: $ _____

Copy Charge: $ _____

Advance Fees: $ _____

$ _____

$ _____

$ _____