



SERVICE REQUEST FORM

Law Offices

ASAP Serve, LLC | 1837 S Mesa Drive, Suite C102 • Mesa, AZ 85210 | (480) 821-1552 Office

SERVICE TYPE: ROUTINE PRIORITY RUSH DATE NEEDED: _____

FIRM INFORMATION CASE INFORMATION	LAW FIRM INFORMATION		COURT INFORMATION	
	Firm Name: _____		Court: _____	
	Address: _____		Address: _____	
	Phone No.: _____		Case #: _____	
	Email: _____		Judge: _____	
	Client File #: _____		Notes: _____	
	ATTN To: _____		_____	

SERVICE REQUESTED	<input type="checkbox"/> Serve Only	<input type="checkbox"/> File & Serve	<input type="checkbox"/> File & Return Conformed Copies
	<input type="checkbox"/> Records Research	<input type="checkbox"/> Drop-off Only	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Copy Request	<input type="checkbox"/> Advance Fees	<input type="checkbox"/> Pick-up at Address: _____
	<input type="checkbox"/> Certified	\$ _____	_____

FEES	Fees \$ _____	<input type="checkbox"/> Appearance/Witness Fees	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ADVANCE
		<input type="checkbox"/> Copy Fee	<input type="checkbox"/> Filing Fee(s)	

CRITICAL DATES	Last Day to File: _____
	Expedite & Return By: _____
	Hearing Date: _____

SPECIAL INSTRUCTIONS	_____

FOR ASAP USE ONLY	Action Taken: _____	Charge: \$ _____
	_____	Copy Charge: \$ _____
	_____	Advance Fees: \$ _____
	_____	\$ _____
	_____	\$ _____
	ASAP Job #: _____	ASAP Check #: _____