



THIS FORM HAS FILLABLE FIELDS DOWNLOAD AND OPEN WITH ACROBAT
PROCESS SERVER WORK ORDER
 Please complete and email with your documents to serve
 Email: QTFGTUBFOEWOGPVUGTXGF@EQO

Questions? Contact us at
 Dispatch / Control 360-209-2003
WWW.DOCUMENTSSERVED.COM

SERVICE TYPE (CHECK BOX) :	<input type="checkbox"/> RUSH	<input type="checkbox"/> NEXT-DAY	<input type="checkbox"/> STANDARD	<input type="checkbox"/> FILE & SERVE	SERVER (OFFICE USE ONLY):
	<input type="checkbox"/> PERSONAL SERVICE ONLY	<input type="checkbox"/> FILE PROOF OF SERVICE W/ COURT	<input type="checkbox"/> SAME DAY DOCUMENT PICK UP		

Today's Date: _____ **LAST DATE TO SERVE:** _____

CLIENT INFORMATION: (Your Info)		CASE INFORMATION:	
Name:		Court:	
Contact E-Mail Address:		County of:	
Attorney/SBN:		Case No.:	
Firm:		Plaintiff / Petitioner	
Address:		Defendant/ Respondent:	
City, ST, Zip:		Client File #:	
Phone(s):			
Special Instructions:			
Documents to Serve:			

NAME OF PARTY TO SERVE:	RESIDENCE ADDRESS & TELEPHONE:	BUSINESS ADDRESS & TELEPHONE:

PAYMENT INFORMATION:

Do you have an account with us? Y [] / N [] Account Number :
 If you do not we will contact you for payment BEFORE your job is dispatched. We accept all major credit/debit cards for payment.

DOCS JOB NUMBER	DATE/TIME RECEIVED	DATE/TIME ENTERED	DATE/TIME DISPATCHED / BY	DATE/TIME ACK BY SERVER	DATE/TIME DISPO ENTERED
INVOICE NUMBER	INVOICE TOTAL				
		Northwest Legal Process LLC Thurston 360-810-8009 Grays Harbor 360-637-3439			