



USA Legal Network

USA LEGAL NETWORK

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Los Angeles, CA 90012
Phone: (213) 607-9000 | Fax: (888) 371-1532

Email: process@usalegalinc.com

Tracking No:
Assigned to:
Driver Code:
Date:

PROCESS SERVICE INSTRUCTIONS

[RESET FORM](#)

FIRM:

CONTACT:

FILE:

ACCOUNT NO:

COURT:

CASE NO:

PLAINTIFF:

DEFENDANT:

TEL:

FAX:

LIST ALL DOCUMENTS:

Service Level:

Service Type:

Hearing Date:

Hearing Time:

Special

Personal Service

Last day to Serve:

File POS by:

Priority

Substitute Service (per statute)

Rush

Deliver / Drop Serve

Witness Fee Attached:

Amount:

Regular

Post Mail

Advance Witness Fee

Amount:

Local Service Timelines: Special (Same Day), Priority (In 24 Hours), Rush (24-48 Hours), Regular (3-4 Business Days) *Cutoff for all service levels is 2:00pm PST For Other Counties (Call for timelines)

NAME OF PARTY BEING SERVED:

HOME ADDRESS

BUSINESS ADDRESS

STREET:

BUS. NAME:

CITY, STATE, ZIP:

STREET:

PHONE:

CITY, STATE, ZIP:

PHONE:

PHYSICAL DESCRIPTION - RACE:

SEX:

AGE:

HEIGHT:

WEIGHT:

HAIR:

Special Instructions:

PROCESS SERVER NOTES

PHYSICAL DESCRIPTION -

TITLE:

RACE:

SEX:

AGE:

HEIGHT:

WEIGHT:

HAIR:

MANNER: PS SS BA NS DS

Date Served: ___ / ___ / ___

LOCATION: Res Bus Other

Time Served: _____ AM PM

DATE:	TIME:	STATUS:
DATE:	TIME:	STATUS:
DATE:	TIME:	STATUS:
DATE:	TIME:	STATUS: