



# USA LEGAL NETWORK

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Email: [process@usalegalinc.com](mailto:process@usalegalinc.com)

Tracking No:  
Assigned to:  
Driver Code:  
Date:

## PROCESS SERVICE INSTRUCTIONS

[RESET FORM](#)

FIRM:

CONTACT:

ACCOUNT NO:

CASE NO:

FILE:

COURT:

PLAINTIFF:

TEL:

FAX:

DEFENDANT:

### LIST ALL DOCUMENTS:

#### LOS ANGELES

Service Level and Timeline:

Service Type *(Mark all that apply):*

**Special** (Same Day\*)

Personal Service

**Rush** (1-2 Business Days)

Substitute Service (per statute)

**Regular** (4-5 Business Days)

Deliver / Drop Serve

Post

Mail

Advance Witness Fee

Amount:

**\*Cutoff for same-day service is 2:00pm PST. Any requests for same-day service received after 2:00pm PST will go out as Special On-Demand upon availability. For other counties/states, please call for service timelines.**

#### NAME OF PARTY BEING SERVED:

AS IT WILL BE LISTED ON THE PROOF OF SERVICE

**AGENT FOR SERVICE:**  
FOR CORPORATE SERVICES

STREET:

BUS. NAME:

CITY, STATE, ZIP:

STREET:

PHONE:

CITY, STATE, ZIP:

PHONE:

PHYSICAL DESCRIPTION - RACE:

SEX:

AGE:

HEIGHT:

WEIGHT:

HAIR:

Special Instructions: