



SCOTT'S ATTORNEY SERVICE  
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# SERVICE INSTRUCTIONS

RUSH       ROUTINE

Case Number \_\_\_\_\_ Plaintiff(s) \_\_\_\_\_

Court \_\_\_\_\_ Defendant(s) \_\_\_\_\_

**Type of Process**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Plaintiff's Claim and Order | <input type="checkbox"/> Notice to Pay Rent (3-Day Notice)     | <input type="checkbox"/> Summons and Petition       |
| <input type="checkbox"/> Defendant's Claim and Order | <input type="checkbox"/> Notice to Terminate (30-Day Notice)   | <input type="checkbox"/> Civil Subpoena             |
| <input type="checkbox"/> Order For examination       | <input type="checkbox"/> Small Claims Subpoena and Declaration | <input type="checkbox"/> Civil Subpoena Duces Tecum |
| <input type="checkbox"/> Order to Show Cause         | <input type="checkbox"/> Summons and Complaint                 |   |

Other \_\_\_\_\_

SERVE ON \_\_\_\_\_

LAST DAY TO SERVE \_\_\_\_\_ AGENT FOR SERVICE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

LIST ANY SPECIAL INFORMATION (Best hours for service, Physical description, Propensity for violence, etc.)

\_\_\_\_\_  
 \_\_\_\_\_

Dated \_\_\_\_\_ Account # / Reference # \_\_\_\_\_

Attorney / Client \_\_\_\_\_

Address \_\_\_\_\_ Day Phone (    ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**FOR OFFICE USE ONLY**

Personal       Substitute       Posted       Other \_\_\_\_\_

Place Served       Home       Business       Other \_\_\_\_\_

Date Served \_\_\_\_\_ Person in Charge / Agent \_\_\_\_\_

Time Served \_\_\_\_\_ Title / Position \_\_\_\_\_

Attempts 1<sup>st</sup> Date \_\_\_\_\_ 2<sup>nd</sup> Date \_\_\_\_\_ 3<sup>rd</sup> Date \_\_\_\_\_

Time \_\_\_\_\_ Time \_\_\_\_\_ Time \_\_\_\_\_