



# S.W. Herring International

A Professional Private Investigative Organization State License PI#25049

## PROCESS SERVICE & COURT SERVICES REQUEST

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Ph #: \_\_\_\_\_

Requested by: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**TYPE OF SERVICES REQUESTED** Court: \_\_\_\_\_ Case #: \_\_\_\_\_

**PROCESS SERVICE** [ ] Rush Service [ ] Routine Service [ ] Specific Date for Service \_\_\_\_\_

Additional Service Instruction: \_\_\_\_\_

Documents to be Served or Filed: \_\_\_\_\_

**COURT FILING** Instructions: \_\_\_\_\_

**COURT RESEARCH** Instructions: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**DEFENDANT ADDRESS (PARTY TO BE SERVED)**

**ALTERNATIVE ADDRESS**

Name: \_\_\_\_\_ Business: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Ph #: \_\_\_\_\_ Ph #: \_\_\_\_\_

Additional Info: \_\_\_\_\_ Additional Info: \_\_\_\_\_

**DEFENDANT DESCRIPTION:**

DOB: \_\_\_\_\_ SSN #: \_\_\_\_\_ CDL: \_\_\_\_\_ Marital Status: (S) (M) (D)

Physical Description: Ht: \_\_\_\_\_ Wt: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ M/F \_\_\_\_\_ Race: \_\_\_\_\_

Vehicle Info: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Lic #: \_\_\_\_\_

Other / Misc. Information: \_\_\_\_\_