

# B & K INVESTIGATIONS

## PROCESS SERVICE FORM

Firm/Individual \_\_\_\_\_ Special \_\_\_\_\_

Attention \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Court Case # \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Docs \_\_\_\_\_

File # \_\_\_\_\_ Last day to serve \_\_\_\_\_

### Instructions

Do Today

Rush

Regular

### Please make

#### First attempt at:

Residence

Business

Either

Serve

(Please indicate name exactly as it should appear on Proof of Service)

Description: Age: Height: Weight: Race: Sex: Hair:

Residence Address:

Business Address:

Best time for Service:

Hours Worked:

Hearing set for

at

Courts

Client Comments: \_\_\_\_\_  
\_\_\_\_\_

Reports \_\_\_\_\_ Service Fee \_\_\_\_\_

\_\_\_\_\_ Sub Fee \_\_\_\_\_

\_\_\_\_\_ Not found \_\_\_\_\_

\_\_\_\_\_ Mileage \_\_\_\_\_

[ ] Personal Service [ ] Substituted Service [ ] Not Served Misc Fee \_\_\_\_\_

Total \_\_\_\_\_

Date Served: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm Process Server Signature \_\_\_\_\_

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