

# JOHN A. DEMARR, P.I.

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## PROCESS REQUEST FORM

Client Name: \_\_\_\_\_

Firm: \_\_\_\_\_

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

\_\_\_\_\_ Court: \_\_\_\_\_

\_\_\_\_\_ Case No.: \_\_\_\_\_

Phone: \_\_\_\_\_ Case Title: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Documents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

File No.: \_\_\_\_\_ Last Date to Serve: \_\_\_\_\_

Personal Service       Substituted Service       Registered Agent

Miscellaneous Instructions: \_\_\_\_\_

### Special Instructions

- Do Today  
 Rush  
 Regular

### Please make attempt at:

- Residence  
 Business

## SERVE INSTRUCTIONS

Subject's Name: \_\_\_\_\_  
*(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: \_\_\_\_\_

Hearings: Set For \_\_\_\_\_ At \_\_\_\_\_ Dept.: \_\_\_\_\_

Client's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_