



77564 Country Club Drive, #125, Palm Desert, CA 92211

Phone: (800) 311-6044 | Fax: (866) 241-0051

www.velocitylegalservice.com

California Offices Statewide
orders@velocitylegalservice.com

PROCESS SERVICE INSTRUCTIONS

Today's Date:

Client Name & Address:

County:

Court Branch/Location:

☐ Limited ☐ Under 10K ☐ Over 10K ☐ Unlimited ☐ U.D.

Telephone:

Case Number:

Fax Number:

Case Title:

Contact:

Documents to be Served:

Email Address:

☐ Summons and Complaint ☐ Summons and Petition ☐ Small Claims ☐ Subpoena ☐ Unlawful Detainer

File Number:

OTHER / ADDITIONAL DOCUMENTS (Please List):

SPECIAL INSTRUCTIONS: Please note any time requirements!

☐ ROUTINE (Attempted within 48 hours)
☐ RUSH (Same Day Dispatch w/ Daily Attempts)
☐ ON DEMAND (Immediate Dispatch)
RUSH / ON DEMAND Charges Approved by:

Last Day to Serve: _____ Deadline Runs on: _____

File Proof of Service? ☐ Yes ☐ No Is ACS the Deposition Officer? ☐ Yes ☐ No

Name: _____

HEARING DATE: _____ IN DEPT/DIV: _____

☐ **ADVANCE WITNESS FEES?**
A 10% Check Charge will be added (\$3.00 Min.)

HEARING TIME: _____ ☐ AM ☐ PM

Amount: _____

Party to be Served #1:

Residence Address & Phone No.:						
Business Name, Address & Phone No.:						
Additional Instructions:						
Sex	Age	Lbs	Height	Hair	Skin	

Party to be Served #2:

Residence Address & Phone No.:						
Business Name, Address & Phone No.:						
Additional Instructions:						
Sex	Age	Lbs	Height	Hair	Skin	