

PI Services LLC

PI Doc #

P.O. Box 157 Beaverton, OR 97075-0157
503-643-4274 pi-info.com FAX 643-5474

Client/Firm:
Contact:
Phone: Date:
Email:
Client Billing/Reference #
Service request submitted via: (pick one)
[] email [] mail [] pay for pickup
Proof and Invoice handling options:
(Due Course/Routine pick one. Rush/Immediate Rush may choose two)
[] Send original proof and invoice via US mail.
[] Send original proof and invoice via email.
[] E-File proof & email invoice (Oregon Circuit Court only)

Plaintiff/Petitioner/Beneficiary/Landlord:
(only the first)
Defendant/Respondent/Grantor/Tenant:
(only the first)
Case Number:
County/Court:
Attorney:

Document(s):

SERVICE OF PROCESS INSTRUCTIONS Statute / Deadline Date:

[] Sub Service / Office Service [] Due Course / Routine (usually 1-7 days local)
[] Personal Only [] Rush / Priority / RSVP Time (usually 1-3 days local)
[] Posting [] Immediate Rush / Now (Immediately call with service confirmation**)
[] Photo attached
[] Appearance / Court Date: @

Person to Serve:
Company to Serve:
Home Address:
Company/Work Address:
Helpful Information (physical description, age, vehicle):
Special Instructions:
[] Please leave PI Business Card on 4th attempt.

(This section to be completed by the server)
[] Personal [] Substitute [] Corp/Office [] Posting [] Delivered
Party Served: _____ Title: _____
[] Male [] Female Age: Race: Height: Weight: Hair: Glasses? []
Date: / /19 Time: : am / pm Server: ** Client Notified: / /19 By:

Attempt 1: Date: ____/____/19 Time: ____:____

Attempt 2: Date: ____/____/19 Time: ____:____

Attempt 3: Date: ____/____/19 Time: ____:____

Attempt 4: Date: ____/____/19 Time: ____:____

Please leave a PI business card

Attempt 5: Date: ____/____/19 Time: ____:____

PI business card is still on door

- I have done my diligence and documented my attempts above. I have documented all vehicles observed.
- I have attempted to talk to neighbors, office staff, or leasing/rental management and have made notes above.
- I have confirmed the address is a valid address.

From what I have observed, I recommend the following:

- Try another approach. People have been present but will not come to the door.
- Make additional attempts. I have seen no signs of activity or movement
- Other: