

Date: **PI Services LLC** PI Doc #
P.O. Box 157 Beaverton, OR 97075-0157
503-643-4274 **service@pi-info.com** FAX 503-643-5474

<p>Client/Firm: Contact: Phone: Email: Client Billing/Reference #</p> <p>Service request submitted via: <i>(pick one)</i> email mail pay for pickup</p> <p>Proof and Invoice handling options: <i>(Due Course/Routine pick one. Rush/Immediate Rush may choose two)</i></p> <p><input type="checkbox"/> Send original proof and invoice via US mail. <input type="checkbox"/> Send original proof and invoice via email. <input type="checkbox"/> E-File proof & email invoice <i>(Oregon Circuit Court only)</i></p>	<p>Plaintiff/Petitioner/Beneficiary/Landlord: <i>(only the first)</i></p> <p>Defendant/Respondent/Grantor/Tenant: <i>(only the first)</i></p> <p>Case Number:</p> <p>County/Court:</p> <p>Attorney:</p>
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Document(s):

SERVICE OF PROCESS INSTRUCTIONS **Statute / Deadline Date:**

<input type="checkbox"/> Sub Service / Office Service	Due Course / Routine <i>(usually 1-7 days local)</i>
<input type="checkbox"/> Personal Only	Rush / Priority / RSVP Time <i>(usually 1-3 days local)</i>
<input type="checkbox"/> Posting	Immediate Rush / Now <i>(Immediately call with service confirmation)</i>
<input type="checkbox"/> Photo attached	
<input type="checkbox"/> Leave a PI Card on 4th attempt	<input type="checkbox"/> Appearance / Court Date: @

Person to Serve:
 Company to Serve:
 Home Address:
 Company/Work Address:
 Helpful Information *(physical description, age, vehicle):*

Special Instructions:

(This section to be completed by the server.)

Personal Substitute Corp/Office Posting Delivered Bad Address / Due Diligence

Party Served: _____ Title: _____

Sex: **M / F** Age: _____ Race: _____ Height: _____ Weight: _____ Hair: _____ Glasses: **Y / N**

Date: ____/____/23 Time: ____:____ am / pm Server: _____ Client Notified: ____/____/23 By: _____

Attempt 1: Date: ___/___/23 Time: ___:___ am / pm

Attempt 2: Date: ___/___/23 Time: ___:___ am / pm

Attempt 3: Date: ___/___/23 Time: ___:___ am / pm

Attempt 4: Date: ___/___/23 Time: ___:___ am / pm Leave a PI business card

Attempt 5: Date: ___/___/23 Time: ___:___ am /pm 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: