

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 name: Phone: Email:</p> <p>Service type requested: <i>(pick one)</i> Due Course / Routine <i>(usually 1-7 days for local)</i> Rush / Priority / RSVP Time <i>(usually 1-3 days for local)</i> Immediate Rush / Now <i>(Immediately call with service confirmation.)</i></p>	<p>Proof and Invoice handling options: <i>(Due Course/Routine pick one. Rush / Immediate Rush may choose two.)</i> 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>Subject is a danger to the process server or you. <i>(We will contact you immediately after service if the subject is a danger or if you paid for an Immediate Rush.)</i></p>
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Process Server Helpful Information Sheet

Please provide as much information as possible to give us the best chance to successfully serve the Subject.

<p>Subject's Identity: Name: <i>any nicknames</i> Home address:</p> <p>Phone number:</p> <p>Height: Weight: Hair color: Eye color: Glasses Race: Sex: D.O.B / approximate age: Facial hair, tattoos, distinguishing marks:</p> <p>O.K to call Subject to set appointment Subject is expecting to be served Photo included or emailed to service@pi-info.com Leave a PI Card on 4th attempt</p>	<p>Subject's Work: Employer: Work address:</p> <p>Work phone: Work hours: Title: Works: in office outside office info:</p> <p>Vehicle 1: Vehicle 2:</p> <p>Best hours or days to find the subject home:</p>
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Other helpful information:

(This section to be completed by the process 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: