

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

Client/Firm:

Contact:

Phone:

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:

Due Course / Routine (usually 1-7 days local)

Rush / Priority / RSVP Time (usually 1-3 days local)

Immediate Rush / Now (Immediately call with service confirmation)

Appearance / Court Date:

@

Sub Service / Office Service

Personal Only

Posting

Photo attached

Leave a PI Card on 4th attempt

Person to Serve:

Company to Serve:

Home Address:

Company/Work Address:

Helpful Information (physical description, age, vehicle, hostile witness?):

1/2 Price Oregon DMV vehicle search - add \$15

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: \_\_\_\_/\_\_\_\_/24 Time: \_\_\_\_:\_\_\_\_ am / pm Server: \_\_\_\_\_ Client Notified: \_\_\_\_ / \_\_\_\_ /24 By: \_\_\_\_\_

Attempt 1: Date: \_\_\_/\_\_\_/24 Time: \_\_\_:\_\_\_ am / pm

Attempt 2: Date: \_\_\_/\_\_\_/24 Time: \_\_\_:\_\_\_ am / pm

Attempt 3: Date: \_\_\_/\_\_\_/24 Time: \_\_\_:\_\_\_ am / pm

Attempt 4: Date: \_\_\_/\_\_\_/24 Time: \_\_\_:\_\_\_ am / pm  Leave a PI business card

Attempt 5: Date: \_\_\_/\_\_\_/24 Time: \_\_\_:\_\_\_ am /pm  PI business card is still on door

- I have done my due diligence and documented my attempts above. I have documented all vehicles observed.
- I have attempted to talk to neighbors, office staff or property leasing/rental management. I 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 they will not come to the door.
- Make additional attempts. I have seen no signs of activity or movement.
- Other: