

Date: **PI Services LLC** PI Doc #
P.O. Box 157 Beaverton, OR 97075-0157
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|---|---|
| <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> |
|---|---|

Document(s):

SERVICE OF PROCESS INSTRUCTIONS

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