

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 &amp; 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**

<p>Subject's Name:  <i>(Include Nicknames)</i></p> <p>Primary Address:</p> <p>This address is for a    Residence    Employer</p> <p>Phone Number:</p> <p>Height:                      Weight:          Hair color:                  Eye color:                  Glasses</p> <p>Race:                          Sex:</p> <p>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 <a href="mailto:info@pi-info.com">info@pi-info.com</a>          Leave a PI Card on 4th attempt</p>	<p><b><u>Process service fees are charged per address.</u></b>          Only attempt at secondary address after exhausting efforts at the primary address.          I want both addresses attempted simultaneously. (I have paid two service fees.)</p> <p>Secondary Address:</p> <p>This address is for a    Residence    Employer</p> <p>Employer:          Work hours:          Job Title:          Works:    in office    remote</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: \_\_\_ / \_\_\_ / **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 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: