

PI Services LLC

PI Doc #

P.O. Box 157 Beaverton, OR 97075-0157
503-643-4274 pi-info.com FAX 643-5474

Client/Firm:
Contact:
Phone: Date:
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:

- Sub Service / Office Service Due Course / Routine (usually 1-7 days local)
Personal Only Rush / Priority / RSVP Time (usually 1-3 days local)
Posting Immediate Rush / Now (**Immediately call with service confirmation)
Photo attached
Leave a PI Card on 4th attempt 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: / / 20 Time: : am / pm Server: **Client Notified: / / 20 By:

This section to be completed by the server.

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Attempt 1: Date: ___/___/20 Time: ___:___ am / pm

Attempt 2: Date: ___/___/20 Time: ___:___ am / pm

Attempt 3: Date: ___/___/20 Time: ___:___ am / pm

Attempt 4: Date: ___/___/20 Time: ___:___ am / pm Leave a PI business card

Attempt 5: Date: ___/___/20 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: