

PI Services LLC

PI Doc #

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

Client name:
Phone: Date:
Email:
Service type requested: (pick one)
Due Course / Routine (usually 1-7 days for local)
Rush / Priority / RSVP Time (usually 1-3 days for local)
Immediate Rush / Now (**Immediately call with service confirmation)

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)
Subject is a danger to the process server or you (**We will contact you immediately after service if the subject is a danger or if you paid for an Immediate Rush)

Process Server Helpful Information Sheet

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

Subject's Identity:

Name:
any nicknames
Home address:
Phone number:
Height: Weight:
Hair color: Eye color: Glasses
Race: Sex:
D.O.B / approximate age:
Facial hair, tattoos, distinguishing marks:
O.K to call Subject to set appointment
Subject is expecting to be served
Photo included or emailed to info@pi-info.com
Leave a PI Card on 4th attempt

Subject's Work:

Employer:
Work address:
Work phone:
Work hours:
Title:
Works: in office outside office
info:
Vehicle 1:
Vehicle 2:
Best hours or days to find the subject home:

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: / /20 Time: : am / pm Server: **Client Notified: / /20 By:

This section to be completed by the process 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: