

Date: PI Services LLC PI Doc #  
P.O. Box 157 Beaverton, OR 97075-0157  
503-643-4274 **pi-info.com** FAX 643-5474

Plaintiff/Petitioner/Beneficiary/Landlord <i>(only the first)</i>  Defendant/Respondent/Grantor/Tenant <i>(only the first )</i>  Case No.  County/Court:	Client/Firm: Contact: Client Billing/Reference # Attorney: Phone: <b>Budget &amp; Time Frames</b> <i>(see locate page for more info)</i> Routine, keep cost as low as possible. Routine, but do not exceed \$ Rush, limited time, do whatever is needed.
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**Locate Person Request Form**

**Reason to locate the Subject / Person:**  
 Service of Process on an existing case - Statute/Deadline date:  
 Filing a new case - Filing Statute/Deadline date:  
 Witness - Appearance/Court date: \_\_\_\_\_ @  
 Missing Heir  
 Old Friend  
 Family Member  
 Other

**Service Requested:**  
 I would like the Subject's address  
 I would like the Subject's phone number

**Subject's information:**

Mr. Ms. \_\_\_\_\_  
*First Name* *Middle Name* *Last Name*

DOB: \_\_\_\_\_ SS#: \_\_\_\_\_ Phone: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

Date of last known address: \_\_\_\_\_

Helpful Information: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

*(This section to be completed by PI Services)*

Payment Type:  Invoice  Prepaid -confirmed

Locate Completed: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ am / pm

Client Notified: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Via:  Email(default)  US Mail

Report Saved:  In Client's Digital File  In PST Comments

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_