

Date:

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:

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: \_\_\_\_ / \_\_\_\_ / **21** Time: \_\_\_\_ : \_\_\_\_ am / pm Server: \_\_\_\_\_ Client Notified: \_\_\_\_ / \_\_\_\_ / **21** By: \_\_\_\_\_

Attempt 1: Date: \_\_\_/\_\_\_/21 Time: \_\_\_:\_\_\_ am / pm

Attempt 2: Date: \_\_\_/\_\_\_/21 Time: \_\_\_:\_\_\_ am / pm

Attempt 3: Date: \_\_\_/\_\_\_/21 Time: \_\_\_:\_\_\_ am / pm

Attempt 4: Date: \_\_\_/\_\_\_/21 Time: \_\_\_:\_\_\_ am / pm  Leave a PI business card

Attempt 5: Date: \_\_\_/\_\_\_/21 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: