

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: <i>(pick one)</i> email      mail      pay for pickup Proof and Invoice handling options: <i>(Due Course/Routine pick one. Rush/Immediate Rush may choose two)</i> <input type="checkbox"/> Send original proof and invoice via US mail. <input type="checkbox"/> Send original proof and invoice via email. <input type="checkbox"/> E-File proof & email invoice <i>(Oregon Circuit Court only)</i>	Plaintiff/Petitioner/Beneficiary/Landlord: <i>(only the first)</i>  Defendant/Respondent/Grantor/Tenant: <i>(only the first)</i>  Case Number:  County/Court:  Attorney:
--	--

Document(s):

**SERVICE OF PROCESS INSTRUCTIONS**      **Statute / Deadline Date:**

<input type="checkbox"/> Sub Service / Office Service	Due Course / Routine <i>(usually 1-7 days local)</i>
<input type="checkbox"/> Personal Only	Rush / Priority / RSVP Time <i>(usually 1-3 days local)</i>
<input type="checkbox"/> Posting	Immediate Rush / Now <i>(Immediately call with service confirmation)</i>
<input type="checkbox"/> Photo attached	
<input type="checkbox"/> Leave a PI Card on 4th attempt	<input type="checkbox"/> 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: \_\_\_\_/\_\_\_\_/22 Time: \_\_\_\_:\_\_\_\_ am / pm Server: \_\_\_\_\_ Client Notified: \_\_\_\_/\_\_\_\_/22 By: \_\_\_\_\_

Attempt 1: Date: \_\_\_/\_\_\_/22 Time: \_\_\_:\_\_\_ am / pm

Attempt 2: Date: \_\_\_/\_\_\_/22 Time: \_\_\_:\_\_\_ am / pm

Attempt 3: Date: \_\_\_/\_\_\_/22 Time: \_\_\_:\_\_\_ am / pm

Attempt 4: Date: \_\_\_/\_\_\_/22 Time: \_\_\_:\_\_\_ am / pm  Leave a PI business card

Attempt 5: Date: \_\_\_/\_\_\_/22 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: