

Date:

PI Services LLC

PI Doc #

P.O. Box 157 Beaverton, OR 97075-0157

503-643-4274 service@pi-info.com FAX 503-643-5474

Client/Firm:

Contact:

Phone:

Email:

Client Billing/Reference #

Service request submitted via: (pick one)

email mail pay for pickup

All Proofs and Invoices will be sent via email once service is completed.*(Please allow time for the server to sign and provide us the original)*

I would ALSO request PI services:

 E-File the proof for me. (Oregon Circuit Court only) Send me the original proof via US mail.

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:

Due Course / Routine (usually 1-7 days local)

Sub Service / Office Service

Personal Only

Rush / Priority / RSVP Time (usually 1-3 days local)

 Posting

Immediate Rush / Now (Immediately call with service confirmation)

 Photo attached Appearance / Court Date: @ Leave a PI Card on 4th attempt

Person to Serve:

Company to Serve:

Home Address:

Company/Work Address:

Helpful Information (physical description, age, vehicle, hostile witness?):

1/2 Price Oregon DMV vehicle search - add \$15

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: ____ / ____ / **26** Time: ____ : ____ am / pm Server: _____ Client Notified: ____ / ____ / **26** By: _____

Attempt 1: Date: ____/____/26 Time: ____:____ am / pm

Attempt 2: Date: ____/____/26 Time: ____:____ am / pm

Attempt 3: Date: ____/____/26 Time: ____:____ am / pm

Attempt 4: Date: ____/____/26 Time: ____:____ am / pm Leave a PI business card

Attempt 5: Date: ____/____/26 Time: ____:____ am /pm PI business card is still on door

- I have done my due diligence and documented my attempts above. I have documented all vehicles observed.
- I have attempted to talk to neighbors, office staff or property leasing/rental management. I 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 they will not come to the door.
- Make additional attempts. I have seen no signs of activity or movement.
- Other: