

Date: <div style="text-align: center; margin-top: 5px;"> PI Services LLC P.O. Box 157 Beaverton, OR 97075-0157 503-643-4274 service@pi-info.com FAX 503-643-5474 </div>		PI Doc #		
Client/Firm: Contact: Phone: Email: Client Billing/Reference # Service request submitted via: <i>(pick one)</i> email mail pay for pickup <u>All Proofs and Invoices will be sent via email once</u> <u>service is completed.</u> <i>(Please allow time for the server to sign and provide us the original)</i> I would ALSO request PI services: <input type="checkbox"/> E-File the proof for me. <i>(Oregon Circuit Court only)</i> <input type="checkbox"/> Send me the original proof via US mail.	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				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Statute / Deadline Date: Due Course / Routine <i>(usually 1-7 days local)</i> Rush / Priority / RSVP Time <i>(usually 1-3 days local)</i> Immediate Rush / Now <i>(Immediately call with service confirmation)</i> <input type="checkbox"/> Appearance / Court Date: @ </td> <td style="width: 50%; vertical-align: top;"> Sub Service / Office Service Personal Only <input type="checkbox"/> Posting <input type="checkbox"/> Photo attached <input type="checkbox"/> Leave a PI Card on 4th attempt </td> </tr> </table>			Statute / Deadline Date: Due Course / Routine <i>(usually 1-7 days local)</i> Rush / Priority / RSVP Time <i>(usually 1-3 days local)</i> Immediate Rush / Now <i>(Immediately call with service confirmation)</i> <input type="checkbox"/> Appearance / Court Date: @	Sub Service / Office Service Personal Only <input type="checkbox"/> Posting <input type="checkbox"/> Photo attached <input type="checkbox"/> Leave a PI Card on 4th attempt
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Person to Serve: Company to Serve: Home Address: Company/Work Address: Helpful Information <i>(physical description, age, vehicle, hostile witness?)</i> : 1/2 Price Oregon DMV vehicle search - add \$15 Special Instructions:				
<div style="text-align: center; font-size: small;"> <i>(This section to be completed by the server.)</i> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Personal <input type="checkbox"/> Substitute <input type="checkbox"/> Corp/Office <input type="checkbox"/> Posting <input type="checkbox"/> Delivered <input type="checkbox"/> Bad Address / Due Diligence </div> 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: