

Date: PI Services LLC PI Doc #
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<p>Client name: Phone: Email:</p> <p>Service type requested: <i>(pick one)</i> Due Course / Routine <i>(usually 1-7 days for local)</i> Rush / Priority / RSVP Time <i>(usually 1-3 days for local)</i> Immediate Rush / Now <i>(Immediately call with service confirmation.)</i></p>	<p>Proof and Invoice handling options: <i>(Due Course/Routine pick one. Rush / Immediate Rush may choose two.)</i> 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></p> <p>Subject is a danger to the process server or you. <i>(We will contact you immediately after service if the subject is a danger or if you paid for an Immediate Rush.)</i></p>
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Process Server Helpful Information Sheet

<p>Subject's Name: <i>(Include Nicknames)</i></p> <p>Primary Address:</p> <p>This address is for a Residence Employer</p> <p>Phone Number:</p> <p>Height: Weight: Hair color: Eye color: Glasses</p> <p>Race: Sex:</p> <p>D.O.B / approximate age: Facial hair, tattoos, distinguishing marks:</p> <p>O.K. to call Subject to set appointment Subject is expecting to be served Photo included or emailed to info@pi-info.com Leave a PI Card on 4th attempt</p>	<p><u>Process service fees are charged per address.</u> Only attempt at secondary address after exhausting efforts at the primary address. I want both addresses attempted simultaneously. (I have paid two service fees.)</p> <p>Secondary Address:</p> <p>This address is for a Residence Employer</p> <p>Employer: Work hours: Job Title: Works: in office remote</p> <p>Vehicle 1: Vehicle 2:</p> <p>Best hours or days to find the subject home:</p>
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Other helpful information:

(This section to be completed by the process 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: ___ / ___ / **25** Time: ___ : ___ am / pm Server: _____ Client Notified: ___ / ___ / **24** By: _____

Attempt 1: Date: ___ / ___ /24 Time: ___ : ___ am / pm

Attempt 2: Date: ___ / ___ /24 Time: ___ : ___ am / pm

Attempt 3: Date: ___ / ___ /24 Time: ___ : ___ am / pm

Attempt 4: Date: ___ / ___ /24 Time: ___ : ___ am / pm *Leave a PI business Card*

Attempt 5: Date: ___ / ___ /24 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: