

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 name:

Phone:

Email:

Service type requested: (pick one)

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

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

Immediate Rush / Now (Immediately call with service confirmation.)

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)

Subject is a danger to the process server or you.

(We will contact you immediately after service if the subject is a danger or if you paid for an Immediate Rush.)

Process Server Helpful Information Sheet

Subject's Name:

(Include Nicknames)

Primary Address:

This address is for a Residence Employer

Phone Number:

Height: Weight:

Hair color: Eye color: Glasses

Race: Sex:

D.O.B / approximate age:

Facial hair, tattoos, distinguishing marks:

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

Process service fees are charged per address.

Only attempt at secondary address after exhausting efforts at the primary address.

I want both addresses attempted simultaneously. (I have paid two service fees.)

Secondary Address:

This address is for a Residence Employer

Employer:

Work hours:

Job Title:

Works: in office remote

Vehicle 1:

Vehicle 2:

Best hours or days to find the subject home:

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: __ / __ / 26 Time: __ : __ am / pm Server: _____ Client Notified: __ / __ / 24 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 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: