

**PI Services LLC**

PI Doc # \_\_\_\_\_

P.O. Box 157 Beaverton, OR 97075-0157  
503-643-4274 ***pi-info.com*** FAX 643-5474

<p>Client name: _____</p> <p>Phone: _____ Date: _____</p> <p>Email: _____</p> <p>Service type requested: <i>(pick one)</i></p> <p><input type="checkbox"/> Due Course / Routine <i>(usually 1-7 days for local)</i></p> <p><input type="checkbox"/> Rush / Priority / RSVP Time <i>(usually 1-3 days for local)</i></p> <p><input type="checkbox"/> 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></p> <p><input type="checkbox"/> Send original proof and invoice via US mail.</p> <p><input type="checkbox"/> Send original proof and invoice via email.</p> <p><input type="checkbox"/> E-File proof &amp; email invoice <i>(Oregon Circuit Court only)</i></p> <p><input type="checkbox"/> 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>
--	--

**Process Server Helpful Information Sheet**

Please provide as much information as possible to give us the best chance to successfully serve the Subject.

***Subject's Identity:***

Name *(any nicknames)*: \_\_\_\_\_

Home address: \_\_\_\_\_

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](mailto:info@pi-info.com)

Please leave PI Business Card on 4<sup>th</sup> attempt.

***Subject's Work:***

Employer: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone: \_\_\_\_\_

Work hours: \_\_\_\_\_

Title: \_\_\_\_\_

Works:  in office  outside office

info: \_\_\_\_\_

Vehicle: \_\_\_\_\_

2nd vehicle: \_\_\_\_\_

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

Party Served: \_\_\_\_\_ Title: \_\_\_\_\_

Male    Female   Age: \_\_\_\_\_   Race: \_\_\_\_\_   Height: \_\_\_\_\_   Weight: \_\_\_\_\_   Hair: \_\_\_\_\_   Glasses:

Date:   /   /19   Time:   :   Server: \_\_\_\_\_   Client Notified:   /   /19   By: \_\_\_\_\_

(This section to be completed by the process server)

Attempt 1: Date: \_\_\_ / \_\_\_ /19 Time: \_\_\_ : \_\_\_

Attempt 2: Date: \_\_\_ / \_\_\_ /19 Time: \_\_\_ : \_\_\_

Attempt 3: Date: \_\_\_ / \_\_\_ /19 Time: \_\_\_ : \_\_\_

Attempt 4: Date: \_\_\_ / \_\_\_ /19 Time: \_\_\_ : \_\_\_

Please leave a PI business card

Attempt 5: Date: \_\_\_ / \_\_\_ /19 Time: \_\_\_ : \_\_\_

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: \_\_\_\_\_