



Phone: (800) 675-5376

Fax: (866) 241-0051

orders@directlegal.com

Corporate Office 1614 W. Temple St. • Los Angeles, CA 90026

COURT SERVICE FORM

INV. #

DATE SUBMITTED

STATUTE DATE

DO TODAY

ACCOUNT #

FIRM NAME & ADDRESS:

[Red outlined text box for firm name and address]

COURT / DESTINATION

[Text box for court/destination]

BRANCH / DIV. / COUNTY:

[Text box for branch/div./county]

CASE #:

[Text box for case number]

CASE TITLE:

[Text box for case title]

PHONE #: [Text box]

FAX #: [Text box]

CONTACT: [Text box]

BILLING / FILE #: [Text box]

DOCUMENTS:

[Large text box for documents]

INSTRUCTIONS: PLEASE NOTE ANY TIMELY OR SPECIFIC FILING REQUIREMENTS

- FILE
- ISSUE
- RECORD
- CONFORM
- COPY / RESEARCH
- CERTIFY
- ADVANCE FEES
- CHECK ATTACHED: \$ _____

LAST DAY TO FILE:

[Text box for last day to file]

HEARING DATE:

[Text box for hearing date]

DEPT/DIV:

[Text box for dept/div]

ADDITIONAL / SPECIAL INSTRUCTIONS:

[Large text box for additional instructions]

Payment Method: Bill Firm Check Enclosed Bill Credit Card per attached Credit Card Authorization Form

REPORTS / COMMENTS (For DLS use only):

[Large text box for reports and comments]

ASSIGNMENT COMPLETED BY _____ DATE _____

REJECTED - REASON: _____

ATTORNEY CALLED - SPOKE TO: _____ DATE _____

BILLING ITEM	CHARGE
ADVANCE FEES	
CHECK CHARGE	
INDEX/ RESEARCH	
PULL FILE	
COURT WAITING TIME	
RECORDER	
DO TODAY	
OUT OF AREA FILING	
TOTAL	

Offices Throughout California

Corporate Office 1614 W. Temple Street, Los Angeles, CA 90026

(213) 483-4900 • (800) 675-5376 • Fax: (866) 241-0051

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