



COURT SERVICES
REQUEST FORM

800-675-5376

ROUTINE SERVICE
(turnaround times vary)

RUSH SERVICE
(1-2 Days)

DO TODAY!!
(ASAP)

CHECK IF NEW CASE
(may require to be dropped)

SERVE PER ATTACHED INSTRUCTIONS
Please attach separate SERVICE instructions

CLIENT/FIRM NAME & ADDRESS <div style="background-color: yellow; height: 60px;"></div>	COURT <div style="background-color: yellow; width: 450px; height: 25px;"></div>
	CASE # <div style="background-color: yellow; width: 450px; height: 25px;"></div>
PHONE <div style="background-color: yellow; width: 150px; height: 25px;"></div> EXT. <div style="background-color: yellow; width: 80px; height: 25px;"></div>	CASE TITLE <div style="background-color: yellow; width: 430px; height: 25px;"></div>
FAX # <div style="background-color: yellow; width: 150px; height: 25px;"></div>	DOCUMENTS <div style="background-color: yellow; width: 520px; height: 100px;"></div>
NAME <div style="background-color: yellow; width: 280px; height: 25px;"></div>	LAST DAY TO FILE <div style="background-color: yellow; width: 110px; height: 25px;"></div>
EMAIL <div style="background-color: yellow; width: 280px; height: 25px;"></div>	STATUTE DATE <div style="background-color: yellow; width: 120px; height: 25px;"></div>
FILE # <div style="background-color: yellow; width: 280px; height: 25px;"></div>	

INSTRUCTIONS <div style="background-color: yellow; width: 220px; height: 25px;"></div>	DIVISION <div style="background-color: yellow; width: 250px; height: 25px;"></div>	FEE <div style="background-color: yellow; width: 180px; height: 25px;"></div>
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HEARING DATE <div style="background-color: yellow; width: 140px; height: 25px;"></div>	TIME <div style="background-color: yellow; width: 80px; height: 25px;"></div>	DEPT <div style="background-color: yellow; width: 70px; height: 25px;"></div>
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SPECIAL INSTRUCTIONS	BILLING ITEM	CHARGES
STATUS / COMMENTS: FOR DLS USE ONLY <input type="checkbox"/> DROPPED - DATE: _____ REASON: _____ <input type="checkbox"/> REJECTED- DATE: _____ REASON: _____ <input type="checkbox"/> STATUS GIVEN- DATE: _____ SPOKE WITH: _____		
	TOTAL	

Los Angeles County Office 1541 Wilshire Blvd, Ste 550 Los Angeles, CA 90017 Orange County Office 1522 Brookhollow Drive, Ste 3 Santa Ana, CA 92705	Kern County Office 5080 California Avenue, Ste 425 Bakersfield, CA 93309 San Diego County Office 2250 Fourth Avenue, Ste 100 San Diego, CA 92101	Santa Clara Office 1155 N. First Street, Ste 100 San Jose, CA 995112 Riverside County Office 1717 E. Vista Chino, Ste A7-610 Palm Springs, CA 92262
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