



PROCESS SERVER IN-TAKE FORM

How did you hear about us (circle one): Court / Google / Bing / Yahoo / MSN / Driving By ; Other _____

Referred by: _____

FAMILY LAW CLIENT

CLIENT INFORMATION

Name: _____ DOB: _____

Email Address: _____

Current address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work phone & ext.: _____

Cell phone: _____ Other phone: _____

OPPOSING PARTY INFORMATION

Name: _____

Email Address: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone & ext.: _____

Cell Phone: _____ Other Phone No.: _____

OPPOSING PARTY EMPLOYMENT INFORMATION

Occupation/Job Title: _____

Employer Name: _____

Employer Address: _____

Employer Phone Number: _____

Work Hours: _____

OPPOSING PARTY DESCRIPTION

Hair color: _____ Eye color: _____ Height: _____ Weight: _____

Ethnic Background: _____ Vehicle: _____

What is the best time for the process server to personally serve Opposing party?

At what location would you like the opposing party to be served? _____

*****NOTE: Copies: First ten pages are free, after every additional copy is \$0.05.**

How would you like the Proof of Service returned to you? (circle one)

Original Mailed to Court

Original Mailed to Me

Original Available for Pickup

PROOF OF SERVICE WILL BE PREPARED AND SAVED UNDER ESSENTIALS

----- PROCESS SERVER USE ONLY -----

NAME OF PERSON(S) SERVED: _____

NAME OF PERSON(S) SERVED: _____

NAME OF PERSON(S) SERVED: _____

DATE: _____ **TIME:** _____