

COURT SERVICE REQUEST

() Retainer () Non-Retainer



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CLIENT INFORMATION	
Customer Number	Date
Firm Name	
Firm Address	
City/State/Zip	
Attorney Name	
Attorney Bar Number	
Contact Name	
Telephone	File Number
Fax	

CASE INFORMATION			
() Unlimited	County		Hearing Date
() Limited	Court/Branch		Time
() District	Case Number		Dept/Div
() Bankruptcy	Case Name		Statute
() Other:			

DOCUMENT INFORMATION	
() Civil	
() Criminal	
() Family	
() Probate	
() Small Claims	
() Other:	

SPECIAL INSTRUCTIONS

FILING INFORMATION		TYPE OF SERVICE
() File/Lodge	() Fees Attached \$	() On Demand (Extra charges will apply)
() Drop off	() A-United Advance (Extra charges will apply)	() Rush (Extra charges will apply)
() Deliver	First Appearance Fee Paid () Yes () No	() Regular
() Issue	Date Fee Was Paid	
() SASE Attached		

FOR A-UNITED USE ONLY			
Date Received		Filing Service Fee	\$
() Filed	() Dropped off for processing	Number of Fax Pages	\$1.00 Per Page \$
() Received/Lodged	() Dropped off - Client SASE	A-United Check No.	Court Filing Fee \$
() Delivered	() Dropped off - A-United SASE		A-United Advance Fee \$
() Picked up		Other Fees:	\$
() Filing Rejected			
			Total \$
			Invoice Number

TERMS

This form must be attached when submitting a request to A-United. It is the customer's responsibility to prepare a new request form and attach it to their assignments accordingly. By submitting this request, you agree to our terms and conditions, which have been outlined in your client contract.