

PROCESS SERVICE REQUEST

() Retainer () Non-Retainer



P.O. Box 6371
Alhambra, CA 91802-6371
Telephone: 626.289.8800 | Fax: 626.289.8860
www.aunited.com | info@aunited.com

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:	

SERVICE INFORMATION	
Person/Entity to Serve	Business Name
Home Address	Business Address
City/State/Zip	City/State/Zip
Telephone Number	Telephone Number

TYPE OF SERVICE	SPECIAL INSTRUCTIONS
() Stakeout Needed (Extra charges will apply)	
() On Demand (Extra charges will apply)	
() Rush (Extra charges will apply)	
() Regular	() File Proof After Serving (Extra charges will apply)

FOR A-UNITED USE ONLY			
Date Received		Process Service Fee	\$
Date Served	Served To	Number of Fax Pages	\$1.00 Per Page \$
Time Served	Title/Relationship	Index Search	\$
() Personally served	Sex Age	Stakeout Hours	Stakeout Fee \$
() Sub-served	Height Weight	Filing of Proof	\$5.00 Each \$
() Not served	Race	Other Fees:	\$
Date Proof Filed		Total	\$
Notes:		<i>Invoice Number</i>	

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.