

DILIGENT INVESTIGATIONS, LLC  
 DILIGENTPROCESSSERVER.COM  
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Client Information: Date Submitted \_\_\_\_\_

Office \_\_\_\_\_ Atty/Sec \_\_\_\_\_

Firm # \_\_\_\_\_ File # \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

- Request (choose 1 or more)     Process Service     Filing     Recording
- (choose 1)     Standard Service     Rush / Priority Service     Rush- Immediate (same day)
- Service only?     Yes     No                      ● File/Record case by \_\_\_\_\_
- File proof with court?     Yes     No              ● Return original signed proof to client?     Yes     No
- Can we substitute serve?     Yes     No                      ● Notarize affidavit?     Yes     No
- Additional copies attached for sub-service mailing?     Yes     No

Last Service Date: \_\_\_\_\_

Appearance Date: \_\_\_\_\_

Plaintiff	Case No
Defendant (can list up to 2 defendants at 1 address)	Court of jurisdiction
Address	Alternative address attempts? <input type="checkbox"/> Yes <input type="checkbox"/> No
Special instructions for server?	Other?

Diligent Investigations use only

- Attempt within 12 hours     Attempt within 24 hours Last Day For Service \_\_\_\_\_
- File proof of service w/court & provide copy     Return proof to us
- Original Rec'd     Original Not Rec'd
- File Today     File Routine >>>     Multnomah     Clackamas     Washington
- Filed \_\_\_\_\_     Multnomah     Clackamas     Washington