



# REQUEST FOR SERVICE

**Important!!! Read Instructions on Reverse Side of Form**

<b>TO:</b>	<b>Tel No:</b>	<b>FROM:</b>	<b>Tel No.</b>
<b>Attn:</b>		<b>Attn:</b>	

<b>DATE:</b>	<b>CASE NO:</b>
<b>COURT:</b>	<b>SENDER'S REF. NO:</b>
<b>PLAINTIFF:</b>	
<b>DEFENDANT:</b>	

**DO TODAY**     
  **RUSH**     
  **ROUTINE**     
  **LAST DAY TO SERVE** \_\_\_\_\_ **(Date)**  
**PLEASE:**   
  Serve   
  File   
  Serve then File   
  File then Serve   
  Issue then Serve

**DOCUMENTS:** (exactly as it should appear on affidavit of service)

**SERVE:** (exactly as it should appear on affidavit of service)

<b>RESIDENCE ADDRESS:</b>	<b>BUSINESS ADDRESS:</b>
<b>PHONE NO:</b>	<b>PHONE NO:</b>

**DESCRIPTION:**      Age:      Sex:      Race:      Hgt:      Wgt:      Hair Color:      Glasses?

**IMPORTANT!! SERVICE MUST BE MADE IN THE MANNER CHECKED BELOW:**

- PERSONAL SERVICE:** By personally delivering copies to the person being served.
- SUBSTITUTED SERVICE AT RESIDENCE:** By personally delivering copies to the dwelling house or usual place of abode of the person (or authorized person on behalf of an entity) being served. Person receiving documents must be at least \_\_\_\_\_ years of age and should be informed of the general nature of the documents. If the documents are served in this manner, you should/should not mail copies of same to the address where the papers were left. For additional requirements, if any, see below. May sub on \_\_\_\_\_ attempt.
- SUBSTITUTED SERVICE AT BUSINESS:** By personally delivering copies to the office or place of business of the person (or authorized person on behalf of an entity) being served. Person receiving documents must be at least \_\_\_\_\_ years of age and should be informed of the general nature of the documents. If the documents are served in this manner, you should/should not mail copies of same to the address where the papers were left. For additional requirements, if any, see below. May sub on \_\_\_\_\_ attempt.
- POSTING:** By posting copies in a conspicuous manner to the address of the person/entity being served. If the documents are served in this manner, you should/should not mail copies of same to the address where the papers were left. For additional requirements, if any, see below. May sub on \_\_\_\_\_ attempt.

<input type="checkbox"/> <b>NOTARIZE AFFIDAVIT</b>	<b>FILING FEE ATTACHED: \$</b>
<input type="checkbox"/> <b>USE OUR PROOF OF SERVICE (enclosed)</b>	<b>WITNESS FEE ATTACHED: \$</b>
<input type="checkbox"/> <b>RETURN PROOF BY OVERNIGHT DELIVERY</b>	<b>ADVANCE DEPOSIT ATTACHED: \$</b>

**SPECIAL INSTRUCTIONS:**

**Total fees for services rendered should not exceed \$\_\_\_\_\_ without advance authorization!!**

[Verbatim copy of instructions printed on the reverse side of the NAPPS *Request for Service* form]

## NATIONAL ASSOCIATION OF PROFESSIONAL PROCESS SERVERS

### Note to Members:

NAPPS has created this universal Request for Service form to assist you in forwarding work to other members. It contains space for virtually all the information a receiving agent will need to serve your papers properly and in a timely manner. If additional special instructions are necessary, please put on a separate page.

At the NAPPS Annual Conference in Houston (1984), the members adopted specific definitions for certain words regarding service of process. All members, regardless of their individual company policies, are bound by these definitions:

**DO TODAY** means the paper is to be attempted the same day it is received.

**RUSH** means the paper must be attempted within 48 hours.

**ROUTINE** means the paper must have a first attempt within 4 days.

### THE RECEIVING AGENT SHOULD **ALWAYS DO** THE FOLLOWING:

| **CALL** the sender the same day you serve a DO TODAY or RUSH paper.

| Use the sender's proof of service form, if one is provided.

| **Notarize** affidavit of service unless instructed to the contrary.

| Send proofs within 1 day on **Do Today/Rush** papers and 4 days on **Routine**.

| Send all documents (invoice, proof, this request form) direct to sender.

| Mail a copy on substituted services and postings if extra copy was provided to you.

| Remember that all papers must be served **in accordance with the laws of the sender's state**. CALL the sender if service instructions are not clear.

| When returning documents, specify whether payment is to be made from your invoice or from a monthly statement.

### THE RECEIVING AGENT SHOULD **NEVER** DO ANY OF THE FOLLOWING:

| **Never** exceed authorized fee limit without **prior approval** from sender.

| **Never** hold a paper for "front money" without **promptly advising the sender**.

| **Never** forward your invoice or proof of service direct to the sender's client.

| **Never** contact anyone other than the sender regarding this assignment.

**COMMUNICATION IS THE KEY TO PROFESSIONAL SERVICE**