

SWIFT ATTORNEY SERVICE

ADJACENT TO SAN MATEO SUPERIOR COURT (REDWOOD CITY)

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DATE: _____

CLIENT: _____ ATTENTION: _____

ADDRESS: _____

TELEPHONE: _____ COURT: _____ COUNTY _____

BILLING CODE: _____ E-MAIL ADDRESS: _____

) () () VS () ()

Plaintiff/Petitioner

Defendant/Respondent

Check One: Same Day: Delivery/Filing/Serve Rush Service Regular Service

Hearing Date: _____ **Serve By:** _____ **Case #:** _____

(list name exactly as it is to appear on proof of service)

SERVE: _____

RESIDENCE: _____

BUSINESS: _____

COST OF SERVICE	
Service	
Rush	
Bad Address	
Locate	
Pick-up	
Time	
Mileage	
Parking	
Bridge Toll	
Advance	
Check Charge	
Wait Time	
Cell Phone	
Total	

INSTRUCTIONS & INFORMATION

(Vehicles, Descriptions, Schedules, Photos, Evasive)

Original(s) Attached
List All Documents:

Add't Info on Reverse Side

Diligence Efforts:

By	Date	Time	Comments

Server: _____
Date: _____ **Time:** _____ AM/PM

Additional Attempts/Report on reverse side Personal Sub-Serve Not Served Other: _____

Person Served: _____ **Title/Relationship:** _____

Race: _____ Sex: _____ Age: _____ Hair: _____ Eyes: _____ Height: _____ Weight: _____ Other: _____

Mailing Copy Requested On: _____ Mailing Copy Sent: _____