



Carson Attorney Service

A Nationwide Process Serving Agency

IRS#68-0228543

Post Office Box 4910 (94596-0910)

2158 North Main Street, Suite E • Walnut Creek, CA 94596-3708

Tel. (925) 945-1922 • Fax (925) 945-1771

CLIENT INFORMATION

Today's Date:
ATTORNEY:

Street Address:

City/State/Zip:

Telephone:

SPECIAL INSTRUCTIONS

COURT INFORMATION

Court Name:

Case Name:

Case No.:

Attorney File No.:

PLEASE PROVIDE DETAILED INSTRUCTIONS TO ENSURE THE SUCCESS OF YOUR ASSIGNMENT. PLEASE INDICATE NAME EXACTLY AS IT SHOULD APPEAR ON PROOF OF SERVICE. PLEASE SUBMIT 2 COPIES OF ALL SUBSERVABLE DOCUMENTS. ALSO INCLUDE DEFENDANT DESCRIPTION, BEST TIME FOR SERVICE AND ANY/ALL OTHER PERTINENT INFORMATION.

DEADLINES

DO TODAY RUSH ROUTINE SERVE BY HEARING DATE STATUS BY
FOR SERVICE OF PROCESS

SERVE

FOR COURT FILING
FILE FILING FEE ATTACHED FILE BY RETURN BY STATUS BY

DOCUMENTS:

RESIDENCE ADDRESS:

BUSINESS ADDRESS:

REPORT:

(FOR OFFICE USE ONLY)

ITEM CHARGES

PROCESS	
RUSH	
BAD ADDRESS	
LOCATE	
COURT SERVICE	
ADD'L SERVICE	
FACSIMILE	
SHIPPING	
TIME	
MILEAGE	
TOLLS/PARKING	
FEES ADVANCED	
CHECK CHARGE	
TOTAL	

<input type="checkbox"/>	PERSONAL SERVICE	DATE	AM	SERVER
<input type="checkbox"/>	SUBSTITUTED SERVICE		PM	
<input type="checkbox"/>	NOT FOUND/RETURNED			

CHARGES OF 1-1/2 % PER MONTH OR 18% PER ANNUM WILL BE ASSESSED ON ALL PAST DUE AMOUNTS. ALL INVOICES ARE CONSIDERED CORRECT IF NOT DISPUTED WITHIN 5 WORKING DAYS.
* PAYMENT DUE UPON RECEIPT *