

Service / Delivery Request Form

Firm _____ Today's Date _____ PLS Ref. No. _____
_____ Deadline Date _____ Deadline Time _____
_____ Client _____ Matter # _____
Ordered by _____ Phone Number _____

Please Check: Process Service Pick Up Delivery Filing:

CLIENT'S INSTRUCTIONS:

- Secretary of State
- Court of Appeals
- Supreme Court
- U.S. Dist. Ct./Mpls.
- U.S. Dist. Ct./St. Paul
- Bankruptcy Ct./Mpls.
- Bankruptcy Ct./St. Paul

- Hennepin
- Ramsey
- Anoka
- Carver
- Dakota
- Scott
- Washington

- Return affidavit ASAP
- File original affidavit & return copy to Firm
- Phone Confirmation
- Statutory Deadline _____

For Office Use Only: Ct. File No. _____ Phone Confirmation Completed _____
Server _____ Date _____ Time _____ am/pm
Papers Served _____

Entity Served _____
Address of Service _____ County _____
Party Served _____ Title _____

(Delivery or Filing) Accepted By _____ Phone Confirmation Completed _____
Name _____ Date _____ Time _____ am/pm
Address _____ Completed By _____

Process Service _____ Date Rcvd _____ Time Rcvd _____ am/pm
Filing _____ Time Called _____ am/pm
Delivery _____
Pickup _____
Advanced Fees _____
Total Charge _____
Invoice # _____

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