



# A CALIFORNIA PROCESS & ATTORNEY SERVICE, INC.

Servicing All of Southern California • Associates State / Nationwide

Assignment Control Center

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## ASSIGNMENT REQUEST FORM

Your Firm	Invoice Number:
	Date Ordered:
	Last Day to Complete:

Attorney / Paralegal	Court Case Number	RUSH <input type="checkbox"/>	Routine <input type="checkbox"/>
Client Name	Plaintiff vs. Defendant	Court / Government Office	
Client Number			
Secretary			
Phone		FAX	

### COURT SERVICE INSTRUCTIONS

FILING       PHOTOCOPY REQUEST       FORMS REQUEST       RESEARCH REQUEST

Documents to File	Special Instructions
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### SERVICE OF PROCESS

Documents to be Served	Persons to Serve
	Name:
	Name:
	Address:
	Address:
	Phone Number:

### DESCRIPTION

Race:	Hair:	Business Address: Business Address: Business Phone Number:
Weight:	Height:	
Sex:	Age:	
Eyes:	Other:	
Date of Service:		

Time of Service:	Special Instructions:
Person Served:	
Title / Relationship:	