First Legal | Support Services

Los Angeles	(213) 250-1111	● Fax (213) 250-1197
Direct line to legal	(213) 250-9111	● Fax (213) 250-1197
Los Angeles (West)	(310) 277-9111	● Fax (310) 277-9153
Direct line to legal	(310) 277-7101	● Fax (310) 277-9153
Inland Empire	(951) 779-1110	● Fax (951) 779-0100
San Diego	(619) 231-9111	● Fax (619) 231-1361
San Francisco	(415) 626-3111	● Fax (415) 626-1331
Santa Ana	(714) 541-1110	● Fax (714) 541-8182
Sacramento	(916) 444-5111	● Fax (916) 443-3111
Las Vegas	(702) 671-4002	● Fax (702) 366-0768
Phoenix	(602) 248-9700	● Fax (602) 248-9727

SERVICE OF PROCESS FORM

web address: firstlegalsupport.com

CONTROL NO.

DATE:

FIRM NAME:

PHONE:

FAX:

ATTY / SECRETARY: EXT:

COURT:

DOCUMENTS:

CHARGE REFERENCE / ATTY. CODE:

ADVANCE WITNESS FEES ☐ YES ☐ NO

CASE NO:

LAST DAY TO SERVE

Short title of case:

HEARING
SET FOR: _____ AT _____ DEPT/DIV _____

SERVE:

(PLEASE INDICATE NAME EXACTLY AS IT SHOULD APPEAR ON PROOF OF SERVICE)

RESIDENCE ADDRESS:

TELEPHONE #:

BUSINESS ADDRESS:

TELEPHONE #:

HOURS WORKED:

TYPE OF SERVICE

☐ PERSONAL ONLY
☐ SUBSTITUTED OK
☐ DELIVER / DROP SERVE

LEVEL OF SERVICE

☐ SPECIAL
☐ ASAP (Same Day)
☐ RUSH (Next Business Day)
☐ REGULAR (3-4 Day)

SPECIAL INSTRUCTIONS:

WITNESS FEES

CHECK WRITTEN BY:
☐ CLIENT ☐ FLSS

AMOUNT:

CHECK #:

COMMENTS:

HEIGHT	WEIGHT	HAIR	EYES	AGE	SEX	RACE	ADDITIONAL

DATE SERVED	TIME SERVED	PROCESS SERVER	PERSON SERVED / TITLE

LIABILITY FOR LOSS OR DAMAGE TO ITEMS LIMITED TO $250.00