Direct Process Server

*Serving Long Island and the State Of New York*

<www.DirectProcessServer.com>

**Hauppauge office**

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SERVICE LEVEL REQUESTED: Routine  Rush  Due by

SERVICE TYPE: personal service only  substituted service is ok  drop serve/delivery

Requesting firm:       Date:

Requesting party:       Phone #

Address:       Fax #

      E-mail address:

Case name:       Case #

Court County:       Court branch

List of documents:

Bill to:       Firm reference #

      Insured name:

Policy id #:

Claims rep name:      Phone #       Fax #

Special Instructions:

Name of person/entity to serve:       Phone #

Address:       Is this a business  or residence

      Special time for service

      Description

Advance witness fees? Yes please advance $       (a blank response will be taken as no fees)