

Direct Process Server

Service Request form

373 Nesconset Hwy Ste 212
Hauppauge , NY 11788
Phone: (631) 343-6331 Fax: (631) 610-1987
E-Mail: Info@DirectProcessServer.com

Current Date

Please complete and fax to: (631) 610-1987

Company Name: _____ Ph #: _____

Requested by: _____ Fax #: _____

Address: _____

Email: _____

TYPE OF SERVICES REQUESTED

Court: _____ Case#: _____

PROCESS SERVICE **Rush Service** **Routine Service** **Specific date for service:** _____

Additional service instructions: _____

Documents to be served or filed: _____

COURT FILING instructions: _____

COURT RESEARCH instructions: _____

Special instructions: _____

DEFENDANT ADDRESS (PARTY TO BE SERVED)

ALTERNATIVE ADDRESS

Name: _____

Business: _____

Address: _____

Address: _____

City & Zip: _____

City & Zip: _____

Ph#: _____

Ph#: _____

Additional info: _____

Additional info: _____

Defendant Description

DOB: _____ SSN: _____ CDL: _____ Marital Status: (S) (M) (D)

Physical Description: Ht: _____ Wt: _____ Hair: _____ Eyes: _____ M/F: _____ Race: _____

Vehicle Info: Year: _____ Make: _____ Model: _____ Color: _____ Lic#: _____

Other/ Misc. Information _____

