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DATE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

ATTORNEY/PHONE NUMBER/SECRETARY: \_\_\_\_\_

DOCUMENTS/DELIVERIES/PICKUPS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROCESS SERVING

SERVE: \_\_\_\_\_

1<sup>ST</sup> ADDRESS: \_\_\_\_\_

2<sup>ND</sup> ADDRESS: \_\_\_\_\_

SERVED ON: \_\_\_\_\_

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

COURT FILINGS

POM \_\_\_ RC \_\_\_ RIV \_\_\_ SB \_\_\_ OC \_\_\_ LA \_\_\_ NOR \_\_\_ OTHER: \_\_\_\_\_

OFFICE USE ONLY:

BASIC CHARGE: \_\_\_\_\_ MILEAGE: \_\_\_\_\_ WITNESS FEES: \_\_\_\_\_ PARKING: \_\_\_\_\_

RUSH CHARGE: \_\_\_\_\_ 2<sup>ND</sup> ADD BASIC: \_\_\_\_\_ MILEAGE: \_\_\_\_\_ MISC: \_\_\_\_\_

TOTAL: \_\_\_\_\_

REMARKS/ATTEMPTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PICKED UP: \_\_\_ / \_\_\_ / \_\_\_

FILED: \_\_\_ / \_\_\_ / \_\_\_

DROPPED: \_\_\_ / \_\_\_ / \_\_\_