DILIGENT INVESTIGATIONS, LLC
DILIGENTPROCESSSERVER.COM
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phone- 503-985-6659 fax- 503-972-1305 email- diligentprocessserver@gmail.com

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Client Information: Date Submitted _____

Office_____ Atty/Sec_____

Firm # _____ File # _____

Phone #_____ Fax #_____ e-mail_____

● Request (choose 1 or more) ❑ Process Service ❑ Filing ❑ Recording

● (choose 1) ❑ Standard Service ❑ Rush / Priority Service ❑ Rush- Immediate (same day)

● Service only? ❑Yes ❑No ● File/Record case by _____

● File proof with court? ❑Yes ❑No ● Return original signed proof to client? ❑Yes ❑No

● Can we substitute serve? ❑Yes ❑No ● Notarize affidavit? ❑Yes ❑No

● Additional copies attached for sub-service mailing? ❑Yes ❑No

Last Service Date: Appearance Date:

Plaintiff	Case No
Defendant (can list up to 2 defendants at 1 address)	Court of jurisdiction
Address	Alternative address attempts? ❑Yes ❑No
Special instructions for server?	Other?

Diligent Investigations use only

❑ Attempt within 12 hours ❑ Attempt within 24 hours Last Day For Service _____
❑ File proof of service w/court & provide copy ❑ Return proof to us
❑ Original Rec'd ❑ Original Not Rec'd
❑ File Today ❑ File Routine >>> ❑ Multnomah ❑ Clackamas ❑ Washington
❑ Filed_____ ❑ Multnomah ❑ Clackamas ❑ Washington