DUE PROCESS ATTORNEY SERVICE

12311 COLORADO AVENUE, BAKERSFIELD, CA 93312(661)588-9610 FAX (661) 588-9613

Service of Process Request Form

Attorney Name:	Contact:	Case Name	Case No.

Date: _	Last Day to Serve:	Urgency: (Check One) ▶	☐ **Routine** ☐ **Rush**

Type of Document(s) to be Served (check all that apply)

☐ Summons	☐ Statement of Classification	☐ Civil Subpoena *Duces Tecum* & Appearance
☐ Complaint	☐ Special Rules Re: Status Conference & Clerk's Letter	
☐ Statement of Damages		
☐ Notice of Status Conference	☐ Notice of Judicial Assignment	

☐ Civil Subpoena for Appearance at Trial	☐ Civil Subpoena *Duces Tecum*	☐ Deposition Subpoena - Records & Appearance

☐ Deposition Subpoena - Appearance Only	☐ Deposition Subpoena - Records Only

Party 1: _____	**Party 2:** _____
Home Address: _____	**Home Address:** _____
City: _____ **State:** ____ **Zip:** _____	**City:** _____ **State:** ____ **Zip:** _____
Home Phone: _____ **Work:** _____	**Home Phone:** _____ **Work:** _____
Employer: _____	**Employer:** _____
Address: _____	**Address:** _____
City: _____ **State:** ____ **Zip:** _____	**City:** _____ **State:** ____ **Zip:** _____
Complete Description (attach police report or photo if available): ☐ Male ☐ Female	**Complete Description** (attach police report or photo if available): ☐ Male ☐ Female
Age: ___ D.O.B: _____ Height: ____ Weight: _____	Age: ___ D.O.B: _____ Height: ____ Weight: _____
Hair: _____ Eyes: _____ Other: _____	Hair: _____ Eyes: _____ Other: _____
Social Sec. #: _____ Driver Lic.#: _____	Social Sec. #: _____ Driver Lic.#: _____
Vehicle Description: _____	Vehicle Description: _____
Vehicle License No.: _____	Vehicle License No.: _____
Witness Fees: No ☐ Yes ☐ $	Witness Fees: No ☐ Yes ☐ $

(For Internal Use Only - Form Date 01-01-08)

Attempt Date/Time:	Server:	Result:	Mileage .51/mile:	Fee Paid:	Subserve Description, relationship & Mailing Date:
Date/Time:		A-P-H-B-O-NA-NI	$	$	
Date/Time:		A-P-H-B-O-NA-NI	$	$	
Date/Time:		A-P-H-B-O-NA-NI	$	$	
Date/Time:		A-P-H-B-O-NA-NI	$	$	
Date/Time:		A-P-H-B-O-NA-NI	$	$	