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Priority: \_\_\_\_\_ Type of Service: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Client Information

Request by: \_\_\_\_\_  
Contact E-mail: \_\_\_\_\_  
CC E-mail: \_\_\_\_\_  
Office/Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Reference/Control Number: \_\_\_\_\_

Case Information

Plaintiff: \_\_\_\_\_ Defendant: \_\_\_\_\_  
Representing Party: \_\_\_\_\_ Case #: \_\_\_\_\_  
Court Branch: \_\_\_\_\_  
Court Address: \_\_\_\_\_  
Hearing Information (if applicable)  
Hearing Date: \_\_\_\_\_ Hearing Time: \_\_\_\_\_

Filing or Submission Request

Address to submit documents-  Same as case info above  
OR Address: \_\_\_\_\_

- List of documents to submit:
- 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_
  - 4) \_\_\_\_\_
  - 5) \_\_\_\_\_
  - 6) \_\_\_\_\_
  - 7) \_\_\_\_\_
  - 8) \_\_\_\_\_
  - 9) \_\_\_\_\_

\*\*If more space is needed, Provide attachment or list in body of e-mail

- Yes, Deliver Courtesy copies to Department \_\_\_\_\_, for an additional charge
- Yes, Please File and Serve!!! (I will submit serve information in e-mail)

Advance Fees (Check one box)

- No, do not advance fees to the court, no fees will be necessary
- Yes, Please advance any requested fees by the Court or Gov. Clerk, and I agree to pay a minimum check fee of \$3.00. (Only call for approval if the fee exceeds \$\_\_\_\_\_ dollars)

Additional Notes: \_\_\_\_\_

**Client Signature/Authorization:** \_\_\_\_\_

Overnight Deliveries/Physical Address: 2540 Pacific Ave, Suite #4, Stockton, CA 95204

Disclaimer: Service of process fee is based on per person/per address given by client. The court clerk makes the final decision on whether to file or not file your document(s). Service is not guaranteed on all service of process and or court filings. Payment for service requested is due at time of submission. Rates (Fees) are subject to change without notice at any time. Use of this form creates a contract and Run With It shall not be liable for more than \$100 per assignment.