

OFFICIAL USE ONLY

Received Docs: Time: _____ Date: _____ Prose: _____ Invoice# _____

ATTEMPTS: 3 attempts ONLY

Time: _____ Date: _____ Location: _____

Time: _____ Date: _____ Location: _____

Time: _____ Date: _____ Location: _____

Time: _____ Date: _____ Location: _____

PROCESS SERVER INFORMATION SHEET

Name of the Client: _____ Phone number: _____

OTHER PARTY INFORMATION

Name: _____ Phone# _____

Home address: _____

When is the best time to reach this person at home: (time) before: _____ after: _____

Work address: _____

What are their work hours: _____

Make and Model of the car: _____

Color of the car: _____

Do they park in the garage or outside: _____

Any stickers or anything else that makes the car stand out?

Physical description of the person (approximately):

Height: _____ Weight: _____ eye color: _____

Hair color: _____ any visible tattoos: _____

Visible Birth Marks: _____

Hispanic _____ African American _____ Caucasian _____ Other: _____

Notes: _____

