

# Roland Brown Legal Services

## Service of Process • Court Filings & Research.

### Request for Service

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Services Requested:**     Court Filing     Research/Document Retrieval  
 Service of Process     Skip Trace     Subpoena Issuance

Court Name and Case# \_\_\_\_\_

Case Title or Name for Skip Trace \_\_\_\_\_

Party(s) to be served \_\_\_\_\_

Address \_\_\_\_\_

Document(s) \_\_\_\_\_

**Speed of Service:**     Same Day or 24 hours\*     Rush (48 hours.)     Routine (1 Week)

**Manner of Service** – Check any that apply and/or provide instructions below:

**Personal** – By delivering copy to the named party in the action exclusively.

**Substitute** – By delivering copy to the residence/usual place of abode of party. Leaving copy with any current co-resident therein of suitable age per rule of court.

**Corporate** – By delivering copy to the Registered Agent, Officer or authorized employee.

**Notarized Affidavit of Service** (\$10.00 additional fee applies).

**Shipping Method to RBLS:**     FedEx/UPS     USPS     Email     Fax     Hand delivery/Other

**Payment amount:** \$ \_\_\_\_\_     Prepay Credit/Debit     Prepay Check/Money Order     Invoice\*

\*Pre-approval needed. Approved Same Day requests must be received by 3:00 PM. Otherwise, 24 hour service will be provided.

**Special Instructions:** \_\_\_\_\_

*1242 State Avenue #I-233/PO Box 866, Marysville, WA 98270  
12345 Lake City Way NE #274, Seattle, WA 98125 P: 425-367-9444 F: 360-653-8645*