

Service / Delivery Request Form

Firm _____ Today's Date _____ PLS Ref. No. _____
_____ Deadline Date _____ Deadline Time _____
_____ Client _____ Matter # _____
Ordered by _____ Phone Number _____

- Please Check:** Process Service Pick Up Delivery Filing:
- CLIENT'S INSTRUCTIONS:
- Secretary of State
 - Court of Appeals
 - Supreme Court
 - U.S. Dist. Ct./Mpls.
 - U.S. Dist. Ct./St. Paul
 - Bankruptcy Ct./Mpls.
 - Bankruptcy Ct./St. Paul

 - Hennepin
 - Ramsey
 - Anoka
 - Carver
 - Dakota
 - Scott
 - Washington

 - Return affidavit ASAP
 - File original affidavit & return copy to Firm
 - Phone Confirmation
- Statutory Deadline _____

For Office Use Only: Ct. File No. _____ Phone Confirmation Completed _____
Server _____ Date _____ Time _____ am/pm
Papers Served _____

Entity Served _____
Address of Service _____ County _____
Party Served _____ Title _____

(Delivery or Filing) Accepted By _____ Phone Confirmation Completed _____
Name _____ Date _____ Time _____ am/pm
Address _____ Completed By _____

Process Service _____ Date Rcvd _____ Time Rcvd _____ am/pm
Filing _____ Time Called _____ am/pm
Delivery _____
Pickup _____
Advanced Fees _____
Total Charge _____
Invoice # _____

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