

**A.D SERVICES**

Office Address: 39111 Paseo Padre Pkwy., Suite 201C  
Fremont CA 94538

Mailing Address:39159 Paseo Padre Pkwy., Suite 228  
Fremont CA 94538

Phone: 510-795-1111 \*\*\* Fax: 510-793-2222

Pouch # E-342

Email: adserv@pacbell.net

Website: www.adslegalprocess.com

**PROCESS SERVICE ORDER**

\*\*\* PLEASE PRINT AND FAX THIS FORM TO A.D. SERVICES AND CALL TO CONFIRM\*\*\*

Client Information

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

\_\_\_ Same Day Rush \_\_\_ 48-Hour Rush \_\_\_ Routine/ Last Day to Serve \_\_\_\_\_

Firm Name: \_\_\_\_\_ Acct. # \_\_\_\_\_

TEL/ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Contact: \_\_\_\_\_

Bar #: \_\_\_\_\_ File/ Billing #: \_\_\_\_\_

**Court Information**

Court: \_\_\_\_\_

Case #: \_\_\_\_\_

Case title: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Hearing Time: \_\_\_\_\_

Documents (list exactly as to appear on Proof of Service)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Serve (list name (s) exactly as to appear on Proof of Service)

Home Address/Tel #:

Business Address/ Tel#:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions/ Best time to serve/ Physical Desc. / Car Desc./Job Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_