



Today's Date: ____/____/2011

SUBPOENA SERVER SERVICES

www.processnyc.com

PLEASE FILL OUT THIS FORM CLEARLY(all fields required, in order to be put out to serve)
FAX TO:(718)785-9788 Or you may email to: Mail@processnyc.com

PLAINTIFF'S NAME: (you) _____

FULL ADDRESS: _____ CITY _____

STATE: _____ ZIP CODE: _____

BEST PHONE NUMBER TO CONTACT YOU: _____

YOUR EMAIL ADDRESS _____@_____

After papers are sent we will provide you with a Debit/Credit/Pay Pal Payment link to your email

FINAL DATE PERMITTED BY THE COURTS THAT PROCESS CAN BE SERVED: ____/____/2011

COURT DATE(if no court date please note N/A: ____/____/2011

DEFENDANT'S NAME TO BE

SERVED: _____

DEFENDANT'S ADDRESS OR LOCATION TO BE SERVED:

(can be any location other than what's listed in your papers, if same please fill in regardless)

ADDRESS: _____ CITY _____

STATE: _____ ZIP CODE: _____ APT# _____ (a must)

BEST HOURS TO MAKE ATTEMPTS TO SERVE: ____:____ AM/PM to: ____:____ AM/PM

PAPERS TYPE OF WHAT ARE WE SERVING?

SUMMONS#1 _____ SUMMONS#2 _____

SUMMONS#3 _____ IF SUBPOENA CHECK HERE:{ }

Have you ever had this Defendant Served in the past? Yes{ } No{ }

Did he/she Evade Service?(means Defendant was trying to avoid being Served) :Yes{ }No{ }

COMMENTS ABOUT THE DEFENDANT & LOCATION:

(anything you would like to tell us, such as schedule, dog in the back yard, which bell to ring, etc: (if you have no comments please leave blank, we will contact you if we have any questions)

I have read and agree to the terms&conditions with Subpoena Server at:

www.processnyc.com/terms-conditions

Signature: _____

FOR PROCESS SERVER USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE:

Attempt #1 Date: ____/____/2011 Time: ____ Am/Pm Served Sub.
Attempt#2 Date: ____/____/2011 Time: ____ Am/Pm Served Sub.
Attempt#3 Date: ____/____/2011 Time: ____ Am/Pm Served Nailed Sub
Attempt#4 Date: ____/____/2011 Time: ____ Am/Pm Served Nailed Sub

SUBSTITUTED TO: _____

Description:Sex: _____ Approx. Age: _____ Skin: _____ Ht: _____ Wt: _____ Hair: _____