

QUESTIONNAIRE TO COMPLETE AND ENSURE PROPER SERVICE OF PROCESS

(Form Courtesy of [the Process Service Center](#))

**In order to ensure proper and timely service of your legal documents,
please fill out and submit this form:**

SELECT TIMEFRAME OF SERVICE FROM DROPDOWN MENU

LEGAL DEADLINE (as required by the court, if any): _____

TYPE OF DOCUMENTS TO BE SERVED (list documents as you would like them shown on the affidavit)

ISSUING COURT AND STATE

PERSON OR ENTITY TO BE SERVED (include the names of each person or business)

FULL ADDRESS OF SERVICE

SELECT THE TYPE OF ADDRESS FROM DROPDOWN MENU (if known)

SELECT THE REQUIRED METHOD OF SERVICE FROM DROPDOWN MENU (specify the legal requirement):

ADDITIONAL INFORMATION TO FACILITATE SERVICE

(INCLUDE ANY INFORMATION YOU HAVE ABOUT THE PERSON OR BUSINESS BEING SERVED. EXAMPLES: IS THE PERSON WORKING DURING THE DAY? DOES THE PERSON LIVE ALONE? VEHICLE INFORMATION OF THE PERSON SERVED? PHONE NUMBER? NAME OF THE OWNER OF THE BUSINESS?)
