



6201 W CLEARWATER AVE, SUITE A
KENNEWICK, WA 99336, (509)547-1122
PRONTOPROCESSSERVICE@GMAIL.COM

REQUEST FOR SERVICE

REQUESTED BY:
PHONE #
ADDRESS:

DATE:
EMAIL:

COURT:
PLAINTIFF:
DEFENDANT:

CASE#

DO TODAY RUSH-5 days or LESS ROUTINE LAST DAY TO SERVE:_____

PLEASE: SERVE FILE SERVE THEN FILE FILE THEN SERVE

DOCUMENTS: (List exactly as it should appear on affidavit of service.)

SERVE TO:

CONTACT #

RESIDENCE ADDRESS:

BUSINESS ADDRESS:

DESCRIPTION: AGE: SEX: RACE: HT: WT: HAIR: GLASSES: Y N

IMPORTANT!! SERVICE TO BE MADE IN THE MANNER CHECKED BELOW.

PERSONAL SERVICE: BY HAND DELIVERING COPIES TO THE PERSON BEING SERVED.

If attempts fail for personal service may sub-serve to co-resident.

SUBSTITUTE SERVICE: DELIVEING COPIES TO ANOTHER PERSON LIVING IN THE USUAL PLACE OF ABODE OF PERSON BEING SERVED. RECIPIENT OF DOCUMENTS MUST BE AT LEAST____ YEARS OF AGE AND SHOULD BE INFORMED OF GENERAL NATURE OF DOCUMENTS.

POSTING ON PREMISES: POST IN CONSPICUOUS PLACE ON PREMISES. TAKE 2 PHOTOS OF POSTING AND NOTE CONDITION OF PROPERTY.

CORPORATE SERVICE: SERVE A REGISTERED AGENT/PERSON AUTHORIZED TO ACCEPT ON BEHALF OF SERVED CORPORATION/BUSINESS.