



Priority Legal Services

Service of Process Request Form

10387 Main Street
Suite 202
Fairfax, VA 22030

Request Date: _____

Requesting Law Firm: _____ Contact: _____

Name: _____
Phone: _____ Ext. _____

Service Information

	<u>Check all that apply</u>			<u>Papers to Serve/Notes:</u>
Name	<i>Home</i>	<i>Personal</i>	<i>Same Day Service</i> :	
Address	<i>Business</i>	<i>Sub Serve</i>	<i>Other Deadline</i> :	
City /State	<i>Unknown</i>	<i>Post</i>	_____ :	
				<u>Papers to Serve/Notes:</u>
Name	<i>Home</i>	<i>Personal</i>	<i>Same Day Service</i> :	
Address	<i>Business</i>	<i>Sub Serve</i>	<i>Other Deadline</i> :	
City /State	<i>Unknown</i>	<i>Post</i>	_____ :	
				<u>Papers to Serve/Notes:</u>
Name	<i>Home</i>	<i>Personal</i>	<i>Same Day Service</i> :	
Address	<i>Business</i>	<i>Sub Serve</i>	<i>Other Deadline</i> :	
City /State	<i>Unknown</i>	<i>Post</i>	_____ :	
				<u>Papers to Serve/Notes:</u>
Name	<i>Home</i>	<i>Personal</i>	<i>Same Day Service</i> :	
Address	<i>Business</i>	<i>Sub Serve</i>	<i>Other Deadline</i> :	
City /State	<i>Unknown</i>	<i>Post</i>	_____ :	
				<u>Papers to Serve/Notes:</u>

* Please fill out one line for each individual to be served. The address line may be left blank if the address is on the pleadings to serve. Please attach this form to the original and one copy of the papers.