

MercuryPDX

More. Better. Faster.

Demand Couriers and Expeditors

PO Box 2274, Portland OR 97208

503-247-8484

www.mercurypdx.com

Service of Process Request Form

Please fill this out as completely as you can then email to service@mercurypdx.com. You will receive a confirmation email with your order number. You may attach a copy of your service documents with this email for our reference.

Your Name: _____

Your Firm Name: _____

Your Phone Number: _____

Reference/Client Matter# _____

Service level:

- Super Rush (first attempt today)
- Rush (first attempt within three days)
- Standard (first attempt within one week)
- Deferred (first attempt within three weeks)

What are we serving?

- Summons/Complaint
- Subpoena
- Other (please specify) _____

Who are we serving?

- Individual(s)**
 - Check if substituted or office service is acceptable
 - Name: _____
 - Address: _____
 - Phone: _____
- Company**
 - Check if substituted or office serve is acceptable
 - Name of company being served: _____
 - Address: _____
 - Phone: _____
 - Name of Registered Agent: _____
 - Address: _____
 - Phone: _____

- Multiple parties are being served, continued on page 2 or separate sheet/email.

What are you providing us?

- One True Copy
- Original and a True Copy
- Check for Witness/Deposition
- Other (please specify) _____

Are you providing us with your proof of service form? Yes No

When Service Complete:

- Return Proof of Service to you
- MercuryPDX E-File Proof of Service with court.

Additional comments or requests:

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Complete if additional parties being served:

Individual(s)

Check if substituted or office service is acceptable

Name: _____

Address: _____

Phone: _____

Individual(s)

Check if substituted or office service is acceptable

Name: _____

Address: _____

Phone: _____

Individual(s)

Check if substituted or office service is acceptable

Name: _____

Address: _____

Phone: _____

Individual(s)

Check if substituted or office service is acceptable

Name: _____

Address: _____

Phone: _____

Company

Check if substituted or office serve is acceptable

Name of company being served: _____

Address: _____

Phone: _____

Name of Registered Agent: _____

Address: _____

Phone: _____

Company

Check if substituted or office serve is acceptable

Name of company being served: _____

Address: _____

Phone: _____

Name of Registered Agent: _____

Address: _____

Phone: _____

Company

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Company

Check if substituted or office serve is acceptable

Name of company being served: _____

Address: _____

Phone: _____

Name of Registered Agent: _____

Address: _____

Phone: _____