

Legal Support Services, LLC

Service Request form

Professional Process Servers in Des Moines, IA

2625 SE 1st Street

West Des Moines, IA 50265

Phone: 515-267-8585

info@iowalegalsupport.com

Date: _____

Please complete this form for each person/entity being served and submit with your documents for service.

Company Name: _____ Ph #: _____

Requested by: _____ Fax #: _____

Address: _____

Email: _____

TYPE OF SERVICES REQUESTED

PROCESS SERVICE Rush Service Routine Service Specific date for service: _____

Court: _____ Case#: _____ Hearing Date _____

Documents to be served:

Special Instructions:

DEFENDANT ADDRESS (PARTY TO BE SERVED)

ALTERNATIVE ADDRESS

Name: _____

Business: _____

Address: _____

Address: _____

City & Zip: _____

City & Zip: _____

Ph#: _____

Ph#: _____

Additional info: _____

Additional info: _____

Defendant Description

DOB: _____ SSN: _____ CDL: _____ Marital Status: (S) (M) (D)

Physical Description: Ht: _____ Wt: _____ Hair: _____ Eyes: _____ M/F: _____ Race: _____

Vehicle Info: Year: _____ Make: _____ Model: _____ Color: _____ Lic#: _____

Other/ Misc. Information _____