



Service of Process Fax Order Form

**IMPORTANT: We take faxed orders Monday through Friday, 8:00am to 5:00pm
All other times, please contact us at 804.527.0003 or 800.332.4003**

FAX THIS FORM TO 804.527.0024

Please enter your e-mail address so you may receive confirmation that your order has been processed.

Client Name/#: _____
 Billing Reference: _____
 Date/Time Avail: _____

Your Name: _____
 Ph# & Ext.: _____
 E-Mail: _____

Court Name: _____
 Case Number: _____
 Case Title: _____ vs _____

Items Served: Summons & Complaint
 Warrant in Debt
 Unlawful Detainer

Return of Service: By Hand to Court By USPS to Court
 By Hand to Client By USPS to Client

Returns shall be sent out next business day after service.

Pickup From:

Company/Court: _____
 Contact Name: _____
 Contact Phone #: _____

Address: _____
 Address 2: _____
 City/State/Zip: _____

*Documents may also be sent to PCI by e-mail to orders@professionalcourier.net or delivered to 3917 Deep Rock Rd, Richmond, VA 23233.
Please note if you are sending documents to us.*

Serve On (Individual):

Name: _____
 Address: _____
 City/State/Zip: _____

Service Method: Personal Service ONLY on 1st Attempt
 OK to Serve by Alternate Methods:
 Posting or Delivery to Relative Aged 16+

Serve On (Company/Govt Entity):

Name: _____
 Address: _____
 Address 2: _____
 City/State/Zip: _____

Reg. Agent: _____
 Address: _____
 Address 2: _____
 City/State/Zip: _____

Service on corporations shall be made on an executive officer or its registered agent.

Comments, Special Instructions, Identifying Information:

This order shall be governed by the Legal Support Services Delivery Terms and Conditions contained in the most recently issued Professional Courier, Inc. Legal Support Services Service Guide as published at www.professionalcourier.net. It is the responsibility of the Client to review these Legal Support Services Terms and Conditions in case there are any changes.