Northern Arizona Legal Services Instruction Sheet

nathan@nazlegalservices.com (928) 864-5597

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| --- | --- | --- | --- |
| Today’s Date: | Click or tap to enter a date. | Last Day to Serve: | Click or tap to enter a date. |

**Client Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Click or tap here to enter text. | Email  | Click or tap here to enter text. |
| Phone # | Click or tap here to enter text. | Attorney/SBN | Click or tap here to enter text. |
| Firm | Click or tap here to enter text. | Physical Address | Click or tap here to enter text. |
| Mailing Address | Click or tap here to enter text. |

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| **Documents to serve**: Click or tap here to enter text. |
| [ ]  Same Day Service (or) | [ ]  Rush Service (or) | [ ]  Routine Service. |
| [ ]  Serve and File Proof of Service (or) |  [ ] Serve Only. |
| [ ]  Personal Service Only. | [ ]  Do Not Serve on Sunday.  |
| Special Instructions (or attach): Click or tap here to enter text. |
| Witness Fee: $Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Hearing Date  | Click or tap to enter a date. | Court | Click or tap here to enter text. |
| County | Click or tap here to enter text. | Case Number | Click or tap here to enter text. |
| Judge | Click or tap here to enter text. | Department/Division | Click or tap here to enter text. |
| Plaintiff  | Click or tap here to enter text. | Defendant  | Click or tap here to enter text. |

**Case Information**

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| Name (legal name) Click or tap here to enter text. |
| Alias or nickname (please include name the person actually goes by and in what circumstances if known)Click or tap here to enter text. |
| Physical Address and Telephone Number Click or tap here to enter text. |
| Business Address and Telephone Number (or employer’s name and contact information) Click or tap here to enter text.  |
| Occupation: Click or tap here to enter text. |
| Work Schedule: Click or tap here to enter text. |
| General (non-work) schedule if known: Click or tap here to enter text. |

**Person (or entity) to serve**

|  |  |  |  |
| --- | --- | --- | --- |
| Sex Click or tap here to enter text. | “Race” Click or tap here to enter text. | Age Click or tap here to enter text. | Height Click or tap here to enter text. |
| Weight Click or tap here to enter text. | Hair Color/Length Click or tap here to enter text. | Eyes Click or tap here to enter text. | Glasses Click or tap here to enter text. |

**Physical Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Make** | **Model** | **Color** | **Cosmetic Condition** | **License Plate** |
|  Click or tap here to enter text. | Click or tap here to enter text. |  Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Vehicle Description**

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| Please indicate whether any photographs of the person to be served are available (send as email attachment) and/or include links to social media that may provide photos. Click or tap here to enter text. |

**Photos**

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| Please email completed Instruction sheet with process to be served to nathan@nazlegalservices.com. If you have your own certificate or affidavit of proof, please include also.  |