



**SNOHOMISH
PROCESS SERVERS**
SERVING YOU BY SERVING THEM

Process Service Request Form

After completion, please email this form to
rashleighprocessserver@gmail.com

Law Firms, please make checks payable to John Rashleigh.
Payments accepted through PayPal:
<https://paypal.me/RashleighProcessServ/>

Type of Service

_____ Routine Service (7–14 days) _____ Priority Service (5–7 days)
_____ Rush Service (3–5 days) _____ Emergency Service (1–2 days)

Type of Document

Please explain the type of document (e.g., subpoena, summons, writ, etc.)

Your Reference # _____ Agency/Firm _____

Person/Entity to be Served _____

Service Address _____

City _____ State _____ Zip Code _____

Recipient Description and Personal Information

Age _____ Date of Birth ____/____/____ Sex ____ Race _____

Height _____ Weight _____ Hair Color and Style _____

Facial Hair? _____ Glasses or Contacts? _____

Social Security # _____ - _____ - _____ Driver's License # _____



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Does the person have any scars, tattoos, or behaviors we should know about?

What type of vehicles?

Make _____ Model _____ Color _____ Plate # _____

Make _____ Model _____ Color _____ Plate # _____

Any other addresses where the person/entity might be located (friends, hangouts, family, bars, work)? Please include any details about the person/entity that will assist in our service, such as work schedule.

Is the person/entity expecting to be served? _____

Photo attached? _____



Client Information

Your Name _____

Agency/Firm _____

Address _____

City _____ State _____ Zip Code _____

Phone # _____ Ext _____ Hours _____

Email _____

How would you like us to contact you? _____

How were you referred to our agency? _____

Client Signature _____ Date _____