



All Star Legal Support
 1900 SW Campus Dr. Ste. 29-206
 Federal Way, WA 98023
 800.891.6487 Main/Fax

FOR OFFICE USE ONLY: WORK ORDER #

FIRM NAME (REQUIRED)		PHONE (REQUIRED)		EMAIL		DATE					
ADDRESS			CITY		STATE	ZIP	ATTORNEY				
CASE NAME			CLIENT MATTER/REFERENCE #			SUPPORT STAFF (REQUIRED)					
DOCUMENTS TO SERVE						CAUSE #					
FILING	LAST DAY FOR FILING	STATUTE DATE	COUNTY	COURT	FILE 1ST THEN SERVE	SERVE 1ST THEN FILE	SERVE ONLY	SERVE CIVIL CASE SCHEDULE	RETURN CONFORMED DOCUMENT	FILE ORIGINAL PROOF WITH COURT	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES (DEFAULT)	NO
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

P R O C E S S	REPORT STATUS BY THIS DATE:	NUMBER OF SETS TO SERVE	# TO POST	# TO MAIL	GOVT ENTITY	CORP	INDIVIDUALLY		ABODE SERVICE CO-RES OK	HEARING DATE
					<input type="checkbox"/>	<input type="checkbox"/>	ONLY HIM	ONLY HER	<input type="checkbox"/>	

EMAIL WHEN COMPLETED CALL WHEN COMPLETED

Check Status at <http://allstarlegal.com>

RESIDENCE		BUSINESS/EMPLOYMENT ADDRESS	
SERVEE (S)		BUSINESS NAME	
ADDRESS		ADDRESS	
PHONE		PHONE	
S.S. #		OTHER PHONE	
DOB			
DL#			

SPECIAL SERVICE INSTRUCTIONS:

ALL STAR LEGAL USE BELOW THIS LINE

REC. BY: X TITLE DATE TIME # OF COPIES SRV. BY:

DATE/TIME	NOTE CODES	BY	AGE	WT.	HT.	RACE SEX	HAIR COLOR	DISTING. MARKS	LIC. PLATE
								WAIT TIME	
								BA FEE	
								TRACE \$	
								MISC \$	
								MISC \$ FOR	
								SPEC \$	
								CHECK #	
								SPLIT	
DATE/TIME	REPORTED SERVE TO						TEMPLATE CODE	AFTER ENTERED BY	AMOUNT THIS WO #
								<input type="checkbox"/> RECEPTIONIST <input type="checkbox"/> VOICE MAIL	

1 = NO ANSWER AT THE DOOR, LIGHTS ON INSIDE
 2 = NO ANSWER AT THE DOOR, DARK INSIDE
 3 = VEHICLE PRESENT, NO ANSWER AND DARK INSIDE
 4 = VEHICLE PRESENT, LIGHTS ON INSIDE, NO ANSWER
 5 = PER MALE RESIDENT, HE HAS NEVER HEARD OF THE SUBJECT
 6 = PER FEMALE RESIDENT, SHE HAS NEVER HEARD OF THE SUBJECT
 7 = SUBJECT IS NOT WORKING TODAY
 8 = VACANT
 9 = NO SUCH ADDRESS
 10 = SUBJECT RECEIVES MAIL, BUT DOES NOT RESIDE AT ADDRESS
 11 = PER NON-RESIDENT, SUBJECT NOT AT HOME
 12 = PER CO-RESIDENT, SUBJECT NOT AT HOME

THIS FORM IS FOR PROCESS SERVICE ONLY