



# Field Service Form

Office: 281-870-2911

Email: Info@thelawbrary.com

Priority: Regular \_\_\_\_\_ Rush Service \_\_\_\_\_

LawOffice/Attorney/Paralegal \_\_\_\_\_ !

Law Office/Attorney Phone \_\_\_\_\_ !

Client Name/Reference \_\_\_\_\_ Client Phone \_\_\_\_\_

**Case Info:**

Case Number \_\_\_\_\_ County \_\_\_\_\_ Court \_\_\_\_\_ Hearing Date \_\_\_\_\_

Case Name \_\_\_\_\_  
Style \_\_\_\_\_

Documents to be Served \_\_\_\_\_

**Service Information**

Party to Be Served \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

**Physical Description:**

Ethnicity \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Sex \_\_\_\_\_ Additional Info \_\_\_\_\_



Date Acquired from Firm \_\_\_\_\_ 103/106 Filed \_\_\_\_\_ 103/106 Signed \_\_\_\_\_

Date Picked Up From District/County Clerk \_\_\_\_\_ Date Served \_\_\_\_\_ Date Returned to Firm \_\_\_\_\_

**Field Notes:**

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

**Law Firm Call Log:**

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_