

SERVICE REQUEST FORM

(NON-EVICTION)

Action Services

Ph: 503-244-1226 / Fax: 503-244-1248

intake@ActionServicesPS.com

****Please Print Form Legibly****

(Office Use only)

Rcvd:

Your File No.

Rush Service
(Additional Fees Apply)

Service due by:

Today's Date:	Filing County:
Contact Phone #:	Email:
Firm / Company Name:	
Plaintiff(s) / Petitioner:	
Defendant(s) / Respondent:	
Documents (as to be listed on the return of service):	
Service to:	
Address for service:	
Comments regarding service:	

Special Instructions

<input type="checkbox"/>	Personal Only
<input type="checkbox"/>	Posting

<input type="checkbox"/>	Notary Required
<input type="checkbox"/>	Other (list in comments)



Any account that is past due may be charged a late fee of \$25.00 per file when account is over 60 days at the discretion of Action Services. Action Services will charge a \$40.00 prep fee for any request that is canceled once it has been entered into our system. By printing your name below, you authorize Action Services to fulfill your request and agree to the terms herein.

Requested by: