

# SERVICE INSTRUCTIONS FORM

Case Name \_\_\_\_\_ Case # \_\_\_\_\_

Party to be served \_\_\_\_\_

Address 1 \_\_\_\_\_

Best time at this address \_\_\_\_\_

Address 2 \_\_\_\_\_

Best time at this address \_\_\_\_\_

Work address \_\_\_\_\_

Work days and hours \_\_\_\_\_ best time \_\_\_\_\_

Individual description; ht \_\_\_\_\_ wt \_\_\_\_\_ hr \_\_\_\_\_ eye \_\_\_\_\_ marks \_\_\_\_\_

please include photo if possible especially for restraining orders.

Individuals Vehicles; 1: yr \_\_\_\_\_ make \_\_\_\_\_ model \_\_\_\_\_ color \_\_\_\_\_

2: yr \_\_\_\_\_ make \_\_\_\_\_ model \_\_\_\_\_ color \_\_\_\_\_

## Business / Corporation service instructions:

Name of Business \_\_\_\_\_

Type of business \_\_\_\_\_

Address \_\_\_\_\_

Business hrs \_\_\_\_\_

Agent for Service or owner name \_\_\_\_\_

Additional service instructions \_\_\_\_\_

Please include a copy of service instructions, original service copy, and 1 additional copy of documents for each defendant to be served. Mail the documents and instructions to:

Love To Serve Them LLC  
501 W. Glenoaks Blvd #27  
Glendale, CA 91201

[lovetoservethem.com](http://lovetoservethem.com)

818-572-5086