Baechler Investigative Services

Litigation Support Division
4910 70th St. – San Diego, CA 92115
(619) 303-0360 Fax: (619) 464-5651 Email: process@bisinc.us

WORK ORDER NUMBER
PR

PROCESS INSTRUCTIONS

BIS Use -Assigned To:

Date:

DATE	☐ **DO TODAY** ☐ REGULAR ☐ **RUSH (24-72 HOURS)**	**LAST DAY TO SERVE**

LAW FIRM (Name & Address) _____

Email: @ Attention:

Attorney:	Phone Number
SBN:	Fax Number

CASE NAME

Pltf/Pet _____

Vs.

Deft/Res _____

Person/entity to serve name – (exactly as it is to appear on Proof Of Service)

DOCUMENTS (LIST EXACTLY AS IT APPEARS ON PROOF OF SERVICE)

☐S&C ☐S&P ☐S&C/UD ☐SUB ☐STD/RD ☐COP ☐ORAP
☐OSC ☐ADR/Info Pkg ☐OTHER (List)

WITNESS FEES ATTACHED $_____ ORIGINALS ATTACHED ☐Yes ☐No

CASE NUMBER COURT JUDICIAL DISTRICT DEPT **HEARING DATE** TIME ☐AM ☐PM

HOME ADDRESS	BUSINESS ADDRESS
Street _____ Apt# _____	Business Name _____
City, State, Zip _____	Street _____
Phone: (_____) _____	City, State, Zip _____
Other Information _____	Phone _____
	Work Hours: _____

Sex	AGE	RACE	HT	WT	Hair	SPECIAL FEATURES OR IDENTIFIERS

Special Instructions or information _____

TERMS: Net 10 days

Signature of authorized representative of law firm, pro per or other agency requesting service _____

BIS OFFICE USE

☐ Personal Service	☐ Sub Served by leaving with: Ht:. Wt.: Race: Hair: Eyes:	Relationship

Date Served Time ☐am ☐pm	Process Server:	Registration No.	Date Mailed	Days To complete

1st status due by (Date)	BIS First Status to client Date Time By:	BIS 2nd Status to Client Date Time By:	BIS 3rd Status to Client Date Time By:	BIS 4th Status to Client Date Time By: