Knox SERVICES
Photocopy Service
1250 Harbor Blvd, Ste. 500
W. Sacramento, CA 95691
tel: 916.374.0630
fax: 916.374.0632
www.knoxservices.com

Request For Records

Steve Knox
PRESIDENT
John Maguire
VICE PRESIDENT
Terry Ashman
PHOTOCOPY MANAGER

Knox File #

Firm Name & Address | Knox Acct #

Attorney

File Number | Attention | Phone #

Fax #

Date Ordered _____ Date Needed _____

Representing _____
plantiff/defendant

Furnish _____ Set(s) Of Photocopies

- o Medical Records
- o Employment Records
- o From, any and all dates
- o Billing Records
- o X-Rays
- o Plans/Blueprints
- o Other
- o For Dates of _____

PLAINTIFF

vs.

DEFENDANT

Court | Case Number

SPECIAL INSTRUCTIONS:

RECORDS OF:

Date of Birth: | SSN | Date Of Accident

o Authorization is enclosed o Prepare & Serve Depo Subpoena for Business Records o Public Record/Court File

o No Authorization needed, explaination:

Counsel to be notified:

Counsel to be notified:

COPY RECORDS AT: | ADDRESS | PHONE

1.

2.

3.

4.

5.

6.

7.

8.

Report:

APPROVED DIRECT INSURANCE BILLING

CARRIER NAME:_____

ADDRESS:_____

CITY, STATE, ZIP:_____

INSURED:_____

CLAIM NUMBER:_____

ADJUSTER: _____

PLEASE SEND:

- O MORE REQUEST RECORD FROMS
- O SERVICE OF PROCESS FORMS
- O MESSENGER FROMS
- O A KNOX REPRESENTATIVE TO VISIT YOUR OFFICE