Knox SERVICES
1250 Harbor Boulevard
Suite 500
West Sacramento, CA 95691
tel: 916.374.0630
fax: 916.374.0632
www.knoxservices.com

Please reference KNOX FILE#

PRIORITY
Affilates Satewide
and
Nationwide

Stephen L. Knox
PRESIDENT
John Maguire
VICE PRESIDENT
Terry Ashman
DIRECTOR OF LEGAL SERVICES
IRS# 95-3057541

PROCESS INSTRUCTION FORM

Date: | Check Correct Box | **SERVICE OF PROCESS** ☐ | **FILING** ☐ | **DELIVERY** ☐ | **COURT RESEARCH** ☐ | **SKIP TRACE** ☐ | **WRIT SERVICE** ☐

FIRM NAME AND ADDRESS:

ATTORNEY/BAR #:
PHONE:
FAX:
ATTENTION:
ATTORNEY'S FILE NO.:

REPRESENTING: ☐ PL ☐ PE ☐ DE ☐ RE ☐ OTHER

CLIENT/BILLING INFORMATION

ACCT#:

APPROVED DIRECT INSURANCE BILLING

CARRIER NAME:
ADDRESS:
CITY, STATE & ZIP:
ADJUSTER:
INSURED:
CLAIM NUMBER:
DATE OF LOSS:

COURT CASE INFORMATION

COURT

CASE NAME

CASE NO.

DATE OF HEARING:

TIME: ☐ AM ☐ PM / DEPT.

LOCATION INFORMATION

ENTITY TO BE SERVED/DELIVERED/FILED

SIGNATURE: X

$

DOCUMENTS/ITEMS

☐ FILING FEES/WITNESS FEES ATTACHED
☐ S&C ☐ S&C/UD ☐ SUB ☐ SUB/DT
OTHER:

BUS RES ADDRESS AND TELPHONE NUMBER
1 ☐ ☐

PHONE NO. ZIP CODE

BUS RES ADDRESS AND TELPHONE NUMBER
2 ☐ ☐

PHONE NO. ZIP CODE

SPECIAL INSTRUCTIONS

STATUS DUE BY:

LAST DAY TO SERVE:

CONFIRMATION
CALL BACK REQUIRED: ☐

IS KNOX THE DEPO OFFICER? ☐ YES ☐ NO

FOR OFFICE USE ONLY

AM PM

DATE SERVED | TIME SERVED | SERVER INITALS | ACTIVITY CODE

STATUS INFORMATION

☐ I HAVE STATUSED CLIENT
SPOKE TO:
DATE: /TIME
☐ CC'S RET'D ON:
☐ P.O.S. RET'D ON:
☐ REQUIRED DROP:

CODE	SERVICE	AMOUNT	CODE	SERVICE	AMOUNT	CODE	SERVICE	AMOUNT
1	DOCUMENT FEE		9	TELEPHONE		13	BAD ADDRESS	
2	COURT SERVICES (FILING)		10	MAILING		14	MILEAGE ATTEMPTS	
3	DELIVERY		11	STAKE-OUT		15	FIELD LOCATE	
4	COURT SERVICES (RESEARCH)		11	WAITING TIME		16	DOCUMENT PREP	
5	SKIP TRACING		12	OVERNIGHT MAILING		17	PREPAID	
6	SPECIAL OR RUSH		12	SPECIAL HANDLING (FAX)		18	CK #	
7	FEES ADVANCED		12	SPECIAL HANDLING (MILITARY)		19	OTHER	
8	CHECK CHARGE		12	SPECIAL HANDLING (PRISON)		20	OTHER	