Please reference KNOX FILE#

1971 E 4th Street, Suite #220
Santa Ana, CA, 92705
tel: 714.479.1650
24 Hour Rush Line:
949.777.3930
ksaprocess@knoxservices.com

PRIORITY
Affiliates Statewide
and
Nationwide

TIN# 95-3057541

PROCESS INSTRUCTION FORM

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

FIRM NAME AND ADDRESS:

CLIENT/BILLING INFORMATION

ACCT#:

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

REPRESENTING: ❑ PL ❑ PE ❑ DE ❑ RE ❑ OTHER

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

DATE SERVED	TIME SERVED (AM / PM)	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	