

**Santa Clarita Valley Legal**

**ORDER FORM**

25379 Wayne Mills Pl., #132, Valencia, CA 91355

phone - 661-255-2761 fax - 661-255-7202

**REQUESTED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

*name* \_\_\_\_\_

*company* \_\_\_\_\_

*address* \_\_\_\_\_

\_\_\_\_\_

*phone* \_\_\_\_\_

*fax* \_\_\_\_\_

*control #* \_\_\_\_\_

**SERVICE REQUESTED**

*service of process*

*court filing / research*

*skip trace / investigation*

*county recorder*

**PRIORITY**

*routine*

*rush*

**PROCESS SERVICE INFO**

**SCVL #** \_\_\_\_\_

*case name* \_\_\_\_\_

*case number* \_\_\_\_\_

*party to be served* \_\_\_\_\_

*address* \_\_\_\_\_

\_\_\_\_\_

*phone* \_\_\_\_\_

**COURT INFO**

*address* \_\_\_\_\_

\_\_\_\_\_

**DOCUMENTS**

*list of documents* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INVESTIGATION INFO**

*name of party* \_\_\_\_\_

*last address* \_\_\_\_\_

\_\_\_\_\_

*last phone* \_\_\_\_\_

*SSN* \_\_\_\_\_

*employer* \_\_\_\_\_

**ADDITIONAL INFO & INSTRUCTIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete the applicable areas of the form. Use one form per assignment.

Print the form and e-mail, fax, or mail it to SCV Legal with your documents.