Request For Records

Steve Knox
PRESIDENT
John Maguire
VICE PRESIDENT
Stephen D. Olch
GENERAL MANAGER

Photocopy Service
2201 E. Fourth Street
P.O. Box 11960
Santa Ana, CA 92711-1960
tel: 714.479.1650
fax: 714.479.1660
www.knoxservices.com

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

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

PLAINTIFF

vs.

DEFENDANT

Court | Case Number

SPECIAL INSTRUCTIONS:

RECORDS OF:

Date of Birth: | SSN | Date Of Accident

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

❑ 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:

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