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Please reference KNOX FILE#

PRIORITY
 Affiliates Satewide
 and
 Nationwide

Stephen L. Knox
 PRESIDENT
 John Maguire
 VICE PRESIDENT
 Terry Ashman
 GENERAL MANAGER
 IRS# 33-0664190

SERVER:

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:
 ATTENTION: FAX:
 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 TELEPHONE NUMBER
 1

PHONE NO. ZIP CODE

BUS RES ADDRESS AND TELEPHONE NUMBER
 2

PHONE NO. ZIP CODE

SPECIAL INSTRUCTIONS

STATUS DUE BY: CONFIRMATION
 LAST DAY TO SERVE: CALL BACK REQUIRED:

IS KNOX THE DEPO OFFICER? YES NO

FOR OFFICE USE ONLY

AM PM
 DATE TIME SERVER ACTIVITY
 SERVED SERVED INITIALS CODE
STATUS INFORMATION
 I HAVE STATEDUSED CLIENT
 SPOKE TO:
 DATE: /TIME
 CC'S RET'D ON:
 P.O.S. RET'D ON:
 REQUIRED DROP:

C O D E	SERVICE	AMOUNT	C O D E	SERVICE	AMOUNT	C O D E	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	