Request For Records

Knox SERVICES
Photocopy Service
2250 Fourth Avenue
San Diego, CA 92101
tel: 619.233.9700
fax: 619.685.4290
www.knoxservices.com

Steve Knox
PRESIDENT
John Maguire
VICE PRESIDENT
Steve Bubel
PHOTOCOPY MANAGER

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