



1250 Harbor Boulevard
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Please reference KNOX FILE#

PRIORITY
Affiliates Satewide
and
Nationwide

Stephen L. Knox
PRESIDENT
John Maguire
VICE PRESIDENT
Edmund J. Masi
AREA MANAGER
IRS# 95-3057541

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#: **APPROVED DIRECT INSURANCE BILLING**
CARRIER NAME:
ADDRESS:
CITY, STATE & ZIP:
ATTORNEY/BAR #: PHONE:
ATTENTION: FAX:
ATTORNEY'S FILE NO.:
REPRESENTING: PL PE DE RE OTHER 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
DOCUMENTS/ITEMS
 FILING FEES/WITNESS FEES ATTACHED
 S&C S&C/UD SUB SUB/DT
OTHER:
SIGNATURE: X
BUS RES ADDRESS AND TELEPHONE NUMBER
1
BUS RES ADDRESS AND TELEPHONE NUMBER
2
PHONE NO. ZIP CODE PHONE NO. ZIP CODE

SPECIAL INSTRUCTIONS
STATUS DUE BY:
LAST DAY TO SERVE:
IS KNOX THE DEPO OFFICER? YES NO
CONFIRMATION
CALL BACK REQUIRED:

FOR OFFICE USE ONLY

DATE SERVED	AM PM	SERVER INITIALS	ACTIVITY CODE	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	

STATUS INFORMATION
 I HAVE STATED CLIENT
SPOKE TO:
DATE: /TIME
 CC'S RET'D ON:
 P.O.S. RET'D ON:
 REQUIRED DROP: