

Pursuit Process Service™

Professional. Punctual. Precise.

+1(605)202-2269

FAX +1(605)983-8053



PO Box 56 Sioux Falls, SD 57101

Service@PursuitProcess.com

PursuitProcess.com

Service Of Process • Skip Tracing • Surveillance

Document Filing • Secure Courier Service

Request for Service of Process

FAX to: +1(605)983-8053 Or CALL: +1(605)202-2269

Company / Client Name: _____ Ph #: _____

Requested by: _____ Fax #: _____

Address: _____ Email: _____

City & Zip: _____ Account /Claim#: _____

Type of Service Requested

Court: _____ Case#: _____

☐ PROCESS SERVICE ☐ Rush Service ☐ Same-Day Service ☐ Specific date for service: _____

☐ PERSONAL SERVICE ☐ SUBSTITUTED SERVICE ☐ NOTARIZE Affidavit ☐ FILE Affidavit

☐ Documents to be Served: _____

☐ Hearing Date if known: _____

☐ Special instructions: _____

☐ Total Fees for Services Rendered Not To Exceed \$ _____ (_____ Dollars) Without Advanced Authorization!!

Party To Be Served

(*use second form if more than one party is to be served)

Name: _____

Address: _____

City & Zip: _____

Ph#: _____

Additional info: _____

Alternative Address

Type of Address: _____

Address: _____

City & Zip: _____

Ph#: _____

Additional info: _____

Description Of Party To Be Served

DOB: _____ SSN: _____ CDL: _____ Marital Status: (S) (M) (D)

Physical Description: Ht: _____ Wt: _____ Hair: _____ Eyes: _____ M/F: _____ Race: _____ Picture: ☐

Vehicle Info: Year: _____ Make: _____ Model: _____ Color: _____ CLP: _____

Routine service includes a minimum of 3 attempts per party to be served and notarization of Affidavit Of Service (upon request). Rush service (72 hours or less), Same-Day-Service (immediate / full attention), and / or affidavit filing are an additional fee. No mileage fees for service within the Sioux Falls *service area (30 mile radius from business address: PO Box 56 Sioux Falls, SD 57101 / N43° 30.887', W096° 46.4697'). For service / travel outside service area add .50 per mile. Mileage fees are calculated / billed from the point of departure from regular service radius to address of party to be served, and vice-versa. In the event that I am required to appear in court I require an hourly fee of \$60.00 and .50 per mile of travel.