

## Request For Service

See [service rates and explanation of charges](#) for detailed fee info.

Step 1 Complete relevant parts of this form

Step 2 Select method of delivery of documents

Step 3 Send this form via the delivery method you chose below      Call with any questions

### **Enter Your Account #**

If you do not have an account #, please continue to complete form, but please remember to attach all your contact information and an account # will be assigned later.

### Service of Process

Standard Service

Rush Service

Same Day Service

Service (requiring subterfuge and/or investigation)

### Additional Requests

Skip Trace (locate) subject prior to service

Skip Trace (locate) subject if address provided is bad

Skip Trace only request (attach Page 2 of this form)

Page 2 attached with additional requests / notes on this file

### Delivery Method

Email to [todd@toddmartinson.com](mailto:todd@toddmartinson.com)

Fax to 312-268-6461

Sending via mail, courier, or other

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Additional notes and Skip Trace request form:

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Additional notes on file:

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## Skip Trace Request Form

Please fill out as much of the information about the subject or entity that is known in the below fields.

Name:

Last Address:

SSN:

D.O.B:

D.L. #:

Last Phone Number:

*Reason for request (check box):*

Litigation

Other

Court Case #

Court of Jurisdiction:

Additional Information: