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COURT SERVICE FORM

INV. #

DATE SUBMITTED

STATUTE DATE

DO TODAY

ACCOUNT #

FIRM NAME & ADDRESS:

[Redacted Firm Name & Address]

COURT / DESTINATION

[Redacted Court / Destination]

BRANCH / DIV. / COUNTY:

[Redacted Branch / Div. / County]

CASE #:

[Redacted Case #]

CASE TITLE:

[Redacted Case Title]

DOCUMENTS:

[Redacted Documents]

PHONE #: [Redacted]

FAX #: [Redacted]

CONTACT: [Redacted]

BILLING / FILE #: [Redacted]

INSTRUCTIONS: PLEASE NOTE ANY TIMELY OR SPECIFIC FILING REQUIREMENTS

- FILE
- ISSUE
- RECORD
- CONFORM
- COPY / RESEARCH
- CERTIFY
- ADVANCE FEES
- CHECK ATTACHED: \$ _____

LAST DAY TO FILE:

[Redacted Last Day to File]

HEARING DATE:

[Redacted Hearing Date]

DEPT/DIV:

[Redacted Dept/Div]

ADDITIONAL / SPECIAL INSTRUCTIONS:

[Redacted Additional / Special Instructions]

Payment Method: Bill Firm Check Enclosed Bill Credit Card per attached Credit Card Authorization Form

REPORTS / COMMENTS (For Kern use only):

[Redacted Reports / Comments]

ASSIGNMENT COMPLETED BY _____ DATE _____

REJECTED - REASON: _____

ATTORNEY CALLED - SPOKE TO: _____ DATE _____

| BILLING ITEM | CHARGE |
|--------------------|--------|
| ADVANCE FEES | |
| CHECK CHARGE | |
| INDEX/ RESEARCH | |
| PULL FILE | |
| COURT WAITING TIME | |
| RECORDER | |
| DO TODAY | |
| OUT OF AREA FILING | |
| TOTAL | |

Offices Throughout California

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