Name/Law Firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Caption \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Case #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext.\_\_\_\_\_

Is there a hearing or trial scheduled before an assigned judge in the next two weeks [ ] Yes [ ] No

(Not including any hearing being scheduled by this proposed order)

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| **Service Requested**[ ]  Regular -$30 for up to 5 orders per cause number (or see attached copy of approved fee waiver)[ ]  Expedited- additional $30 per cause number |
| **Return via:** |
| [ ]  Pre- paid envelope | [ ]  Messenger | [ ]  For pick-up notification call (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Clerk provide Postage ($3) [ ]  Clerk Provide Envelope/Handling ($7)[ ]  Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please print clear and legibly) |  |

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| **Additional Service(s) (exclusive of the one conformed copy) :** |
| [ ]  #\_\_\_\_ Regular copies of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                      (document name) Total # of pages\_\_\_\_\_\_  (.50 per page) | [ ]  #\_\_\_\_ Certified copies of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                        (document name)Total # of pages\_\_\_\_\_\_($5 for the first page of each document $1 for each additional page) |
| [ ]  Letters #\_\_\_\_\_\_ and/or Form K #\_\_\_\_\_\_\_etc.($5 each) *(Unable to provide FORM K via email)* | [ ]  Writs, Subpoenas, Citations etc. #\_\_\_\_\_\_ ($20 for original & one conformed copy; $2 for each additional ) *(Unable to provide via email)* |
| [ ]  Other (*please describe*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #\_\_\_\_\_\_   |

 **For Clerks’ Use Only**

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| Amt. Received \_\_\_\_\_\_\_\_\_ | Out Processed by: \_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_ \_\_\_Mail \_\_Messenger \_\_\_\_Email\_\_\_\_\_ Time |
| [ ]  Fee waiver  | **Pick-Up Notification:** |
| Rcpt#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1st Attempt | Date:\_\_\_\_\_\_Time:\_\_\_\_ |  Person notified\_\_\_\_\_\_\_\_ or VM |
| Prepared by: \_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  | Pick-up by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Revised 12/07/2016