Baechler Investigative Services

Litigation Support Division
4910 70th St. – San Diego, CA 92115
(619) 303-0360 Fax: (619) 464-5651 Email: process@bisinc.us

WORK ORDER NUMBER
PR

PROCESS INSTRUCTIONS

BIS Use -Assigned To:

Date:

DATE	☐ DO TODAY ☐ REGULAR ☐ RUSH (24-72 HOURS)	LAST DAY TO SERVE

LAW FIRM (Name & Address) _____

Email: @ Attention:

Attorney:	Phone Number
SBN:	Fax Number

CASE NAME

Pltf/Pet _____

Vs.

Deft/Res _____

CASE NUMBER COURT JUDICIAL DISTRICT

Person/entity to serve name – (exactly as it is to appear on Proof Of Service)

DOCUMENTS (LIST EXACTLY AS IT APPEARS ON PROOF OF SERVICE)

☐ S&C ☐ S&P ☐ S&C/UD ☐ SUB ☐ STD/RD ☐ COP ☐ ORAP
☐ OSC ☐ ADR/Info Pkg ☐ OTHER (List)

WITNESS FEES ATTACHED $_____ ORIGINALS ATTACHED ☐ Yes ☐ No

DEPT **HEARING DATE** TIME ☐ AM ☐ PM

HOME ADDRESS

Street _____ Apt# _____

City, State, Zip _____

Phone: (____) _____

Other Information _____

BUSINESS ADDRESS

Business Name _____

Street _____

City, State, Zip _____

Phone _____

Work Hours: _____

Sex	AGE	RACE	HT	WT	Hair	SPECIAL FEATURES OR IDENTIFIERS

Special Instructions or information _____

TERMS: Net 10 days Overdue at 30 days. 1.5 % late fee monthly on unpaid balance.

Signature of authorized representative of law firm, pro per or other agency requesting service _____

BIS OFFICE USE

☐ Personal Service	☐ Sub Served by leaving with: Ht:. Wt.: Race: Hair: Eyes:	Relationship

Date Served Time ☐ am ☐ pm	Process Server:	Registration No.	Date Mailed	Days To complete

1st status due by (Date)	BIS First Status to client Date Time By:	BIS 2nd Status to Client Date Time By:	BIS 3rd Status to Client Date Time By:	BIS 4th Status to Client Date Time By: