

Field Service Form

Esquire Legal Support

713-223-FILE (3453)-Office

713-529-3090-Fax

Priority: Regular _____ Rush Service _____

LawOffice/Attorney/Paralegal _____

Law Office/Attorney Phone _____

Client Name/Reference _____ Client Phone _____

Case Info:

Case Number _____ County _____ Court _____ Hearing Date _____

Case Name
Style _____

Documents to be
Served _____

Service Information

Party to Be Served _____

Home Address _____

Work Address _____

Physical Description:

Ethnicity _____ Height _____ Weight _____ Sex _____ Additional Info _____

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Date Acquired from Firm \_\_\_\_\_ 103/106 Filed \_\_\_\_\_ 103/106 Signed \_\_\_\_\_

Date Picked Up From District/County Clerk \_\_\_\_\_ Date Served \_\_\_\_\_ Date Returned to Firm \_\_\_\_\_

### **Field Notes:**

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

### **Law Firm Call Log:**

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ PM/AM \_\_\_\_\_