



# Professional Document Services, Inc.

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 **File** **Serve** **Deliver** **Other**

## Firm Information Case Information

<b>Date:</b> _____ <b>Firm:</b> _____ <b>Address:</b> _____ _____ <b>Firm File:</b> _____ <b>Attorney:</b> _____ <b>Contact:</b> _____ <b>Telephone:</b> _____	_____ <b>Unlimited</b> _____ <b>Limited</b> <b>Court/Branch:</b> _____ _____ _____ <b>Case Name:</b> _____ _____ <b>Case Number:</b> _____ <b>Fees Attached:</b> _____ <b>DUE DATE:</b> _____
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## DOCUMENT

<input type="checkbox"/> <b>Answer to Complaint</b>	<input type="checkbox"/> <b>Notice of Ruling</b>	<input type="checkbox"/> <b>Motion to Strike</b>
<input type="checkbox"/> <b>Cross-Complaint</b>	<input type="checkbox"/> <b>Request for Trial De Novo</b>	<input type="checkbox"/> <b>Post Jury Fees</b>
<input type="checkbox"/> <b>MSC Brief</b>	<input type="checkbox"/> <b>Motion to Compel Resp to Interrogs</b>	<input type="checkbox"/> <b>Request for Dismissal</b>
<b>Other:</b> _____		
<input type="checkbox"/> _____		

## Billing Information Special Instructions

<b>Carrier:</b> _____ <b>Address:</b> _____ _____ <b>Adjuster:</b> _____ <b>Claim Number:</b> _____ <b>Insured:</b> _____ <b>Date of Loss:</b> _____	<b>Special Instructions</b> _____ _____ _____ _____ _____ _____
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<b>Field Notes:</b>	<b>ITEM</b>	<b>CHARGES</b>
	RUSH FILING	
	OUT OF COUNTY	
	TIME SPENT	
	COURT SERVICE	
	PRO DOC ADVANCED	
	CHECK CHARGE	

<b>SERVER:</b>	<b>DATE:</b>	<b>TIME:</b>	<b>ATTEMPTS:</b>
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