

Civil Process Cover Letter

| Received From | | | |
|---|--|-------------------------------|--------------------------------|
| Name | | | |
| | Last or Company Name | First | MI |
| Address | | | |
| | Street Address | | Unit # |
| | | | |
| City | State | Zip Code | |
| Date of Birth | | Phone # | |
| Email | | | |
| Preferred Return Method | | Mail <input type="checkbox"/> | Email <input type="checkbox"/> |
| Preferred Payment Method | Cashier's Check/Money Order Attached with Paperwork <input type="checkbox"/> Credit Card over the phone (Ensure you have provided a valid phone number to contact. Additional 4% fee for card processing.) <input type="checkbox"/> | | |
| Person Being Served | | | |
| Name | | | |
| | Last or Company Name | First | MI |
| Date of Birth | | Phone # | |
| Address | | | |
| | Street Address | | Unit # |
| | | | |
| City | State | Zip Code | |
| Employer | | | |
| Additional Info (Where would you like this served, additional identifiers, etc) | | | |