



GRYPHON CONSULTING SERVICES, LLC

Process Service Request

Date of Request: _____

INVOICE NUMBER: _____

FROM: _____
YOUR EXACT NAME AS IT APPEARS ON YOUR CREDIT CARD

Your Name: _____

Responsible Attorney/Manager: _____

Firm Name: _____

Address: _____ Court: _____

_____ Case No.: _____

Phone: _____

Fax: _____ Case ID# _____ vs _____

Email: _____

**Special
Instructions:**

DO TODAY

RUSH Regular

**SERVE THESE
DOCUMENTS:** _____

LAST DAY TO SERVE: _____

Miscellaneous Instructions: _____

*Please Attempt
Service At:*

RESIDENCE

BUSINESS

PROCESS SERVICE INSTRUCTIONS

Subject's Name: _____
(Please indicate name exactly as it should appear on Proof of Service)

Physical Description: AGE: ____ HEIGHT: ____ WEIGHT: ____ RACE: ____ SEX: ____ HAIR: ____ EYES: ____

Residential Address: _____ Business Address: _____

Best Time for Service: _____ Hours Worked: _____

Hearing Date: _____ Time: _____ Courthouse: _____

CLIENT COMMENTS: _____

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Updated: 2026