



P.O. Box 1676 • Modesto, CA 95353 Phone: 209 549-8904 • Fax: 209 549-9328 E-mail: info@discoverydataservices.com

PROCESS SERVICE INSTRUCTION SHEET

Date _____

Requesting Officer _____

Contact Person _____

Case Name _____ vs. _____ Case No. _____

Party(ies) to be Served: Plaintiff/Petitioner _____ Defendant/Respondent _____ Witness/Other _____

TYPE OF RECORDS

Person(s) _____ Male Female

Home Address _____ Phone _____

Work Address _____ Phone _____

Description: Height _____ Weight _____ Hair _____ Eyes _____ Age _____ Race _____

Distinguishing Tattoos/Scars _____

Type of Vehicle Driven: Color _____ Make _____ Model _____

License Plate _____

SPECIAL INSTRUCTIONS/OTHER INFORMATION

RUSH SERVICE

YES NO

PLEASE NOTE THAT ANY SERVICE TO BE PERFORMED WITHIN (5) DAYS IS CONSIDERED A RUSH SERVICE;
A RUSH CHARGE WILL APPLY

[Click here to email process service instructions](#)