

# Oklahoma Judicial Process Servers

3111 West Wilshire Boulevard, Oklahoma City, Oklahoma 73116

Phone #: (405) 593-3515 Fax #: (405) 607-0504

**NOTE:** A lot of this information won't apply to corporations we are serving. We ask that all clients fill out as much of the pertinent information as they can/know, as it will help both us and you. If something doesn't apply, please write in "N/A." If you don't know the answer to a question, please state that.

Client's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Client's Address: \_\_\_\_\_

Client's Phone #/Fax #/E-mail Address: \_\_\_\_\_

May we contact you in the evening/on the weekend, if necessary? **Yes/No**

How did you hear about us (i.e., Which search engine(s), which keyword(s), which friend referred you, etc.)? \_\_\_\_\_

Name(s) of the person(s) you want served: \_\_\_\_\_

Type of case (i.e., child custody, divorce, deposition subpoena, etc.): \_\_\_\_\_

What is the case # and court of jurisdiction? \_\_\_\_\_

Please list the documents we are serving (i.e, summons, temporary restraining order (TRO), subpoena, etc.). \_\_\_\_\_

Physical description of the individual(s) being served: \_\_\_\_\_  
\_\_\_\_\_

Do you have a color photograph of the individual(s)? **Yes/No**

If yes, can you please send it to us via e-mail or regular mail? **Yes/No**

Home and work addresses – including the county and city - of the person you want served: \_\_\_\_\_

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Phone numbers/e-mail addresses of the person(s) you want served: \_\_\_\_\_

Other identifying information of the person you want served (i.e., car make/model/tag number, tattoos, piercings, social security number, DL number & state, age, social media websites, etc.): \_\_\_\_\_

Work address and work schedule of the individual(s) you want served – if known: \_\_\_\_\_

Friends/family members living with the individual(s) – including ages, if known: \_\_\_\_\_

Additional addresses you want checked, if necessary, in order to serve the aforementioned individual(s): \_\_\_\_\_

Are you requesting same day service (same day)?\* **Yes/No**

Are you requesting rush service (within 1 day)? \* **Yes/No**

Are you requesting expedited service (within 2 days)?\* **Yes/No**

If “No,” how soon do you need it served? \_\_\_\_\_

Do you know the person or persons to be dangerous?\* **Yes/No**

Is the person you want served trying to evade service?\* **Yes/No**

Must the person(s) be served personally, or is substitute service on another individual there or posting of the papers acceptable? \_\_\_\_\_

Will you authorize a hotel & overnight expenses if necessary?\* **Yes/No**

\* = There are extra fees for these items. Please see our website at [www.OklahomaJudicialProcessServers.com](http://www.OklahomaJudicialProcessServers.com) or ask one of our staff members for additional details.

Do you want us to use your own special affidavit of service form, or do you want us to use one of our own? **Ours/Yours**

**Note:** If you want us to use yours, please send it for us to fill out.

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Do you need us to retrieve any documents for you from a county court clerk's office? **Yes/No**

Do you need us to file any completed documents for you within Oklahoma County District Court or other courts in Oklahoma? **Yes/No**

Have you made sure to enclose your desired envelope/postage to send any completed affidavit of service forms back to you in? **Yes/No**

**Note:** If this could be a potentially very difficult case, answering, "Yes" to the following will help us ensure that we have the best chance of serving the individual.

In order to have a better chance of success, do you wish to provide a retainer, so that we may fully provide any services we deem necessary? **Yes/No**

Are there any services we can provide that you specifically do not want us to perform? **Yes/No**

Is there any day or time specified by your legal jurisdiction in which we cannot serve process/papers in Oklahoma? **Yes/No/Unsure**

If you answered, "Yes" to the question above, please be sure to provide specific details. \_\_\_\_\_

\_\_\_\_\_

Are there any limits as to which day or time we can serve the person? **Yes/No/Unsure** \_\_\_\_\_

If you answered, "Yes" to the above, please list the amount of the retainer you are leaving/authorizing: \$ \_\_\_\_\_

Can additional authorization for services/funds, if needed, be given over the phone? **Yes/No**

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Are you requesting a written Good Faith *Estimate* before we begin? **Yes/No**

Amount of Money We Received From You Today or Will Soon Receive:  
\$ \_\_\_\_\_

Do you need a receipt for services rendered? **Yes/No**

### Hold Harmless Clause:

I understand and agree to the charges and fee schedule as per [www.OklahomaJudicialProcessServers.com](http://www.OklahomaJudicialProcessServers.com). On behalf of myself and any clients I may represent, including my company, sister companies, officers, board of directors, partners, associates, affiliates, family members, heirs, etc., hereby forever and irrevocably agree and covenant never to sue or otherwise bring into mediation, arbitration, bring or encourage others to pursue other legal action, or make any complaints against or say anything negative about Oklahoma Judicial Process Servers, its sister companies, partners, affiliates, associates, officers, registered agent, board of directors, or any other staff member associated with the company. I hereby affirm that I have the authority to make such an agreement on behalf of myself and all of the aforementioned.

\_\_\_\_\_  
Client's Printed Name

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date