



**Bridgeway Legal Process**

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**SERVICE OF PROCESS FORM – FAX OR EMAIL FORM**

INV.#

FIRM NAME:  PHONE:  FAX:  ATTY / SECRETARY: _____ EXT. _____		DATE RECEIVED:	COURT:																											
		DOCUMENTS:																												
CHARGE REFERENCE / ATTY. CODE:		ADVANCE WITNESS FEES <input type="checkbox"/> YES <input type="checkbox"/> NO																												
CASE NO:		LAST DAY TO SERVE																												
SHORT TITLE OF CASE:		HEARING SET FOR: _____ AT _____ DEPT/DIV _____																												
SERVEE  (PLEASE INDICATE NAME EXACTLY AS IT SHOULD APPEAR ON PROOF OF SERVICE)			<input type="checkbox"/> TYPE OF SERVICE  <input type="checkbox"/> ROUTINE <input type="checkbox"/> RUSH (DO TODAY)																											
RESIDENCE ADDRESS:   TELEPHONE #:	BUSINESS ADDRESS:   TELEPHONE #:  HOURS WORKED:		WITNESS FEES  CHECK WRITTEN BY:  <input type="checkbox"/> CLIENT <input type="checkbox"/> ATM  AMOUNT:  CHECK #:																											
SERVER'S REPORT: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Date</th> <th style="width:15%;">Time</th> <th style="width:70%;">Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Date	Time	Comments																									PERSONAL SERVICE SUBSTITUTE SERVICE  <input type="checkbox"/> POSTED <input type="checkbox"/> MAILED  <input type="checkbox"/> Or circle <input type="checkbox"/> <b>NOT SERVED</b>
Date	Time	Comments																												
SPECIAL INSTRUCTIONS:																														
AGE	HEIGHT	WEIGHT	RACE	HAIR	EYES	SEX	ADDITIONAL																							
DATE SERVED		TIME SERVED		PROCESS SERVER			PERSON SERVED / TITLE																							