



1675 E. Main St.
Suite #124
Kent, OH 44240

Phone: 330-968-4891
Toll Free: 1-866-5LOCATE
Email: wjp@jeis-llc.com

To: _____
Phone #: _____
attn: _____

From: _____
Phone #: _____
attn: _____

Date : _____
Court : _____
Plaintiff : _____
Defendant : _____
Case Number : _____
Sender Number : _____

Due Today Rush Routine Last day to serve _____(Date)

Documents (exactly as it should appear on affidavit of service)

Serve (exactly as it should appear on affidavit of service)

Residence Address: _____ Business Address _____
Phone #: _____ Phone #: _____

Description:
__ Age __ Sex _____ Race __ Hgt __ Wgt _____ Hair color ____ Glasses? :

IMPORTANT SERVICE MUST BE MADE IN THE MANNER CHECKED BELOW:

- Personal Service:** By personally delivering copies to the person being served.
- Substitute Service at Residence:** By personally delivering copies to the dwelling house or usual place of abode of the person (or authorized person on behalf of an entity) being served. Person receiving documents must be at least 18 years of age and should be informed of the general nature of documents. If the documents are served in this manner, you should/ should not, mail copies to the same address where the papers were left. For additional requirements, if any see below. May sub on __ attempt.
- Substitute Service at Business:** By personally delivering copies to the place of business of the person (or authorized person on behalf of an entity) being served. Person receiving documents must be at least 18 years of age and should be informed of the general nature of documents. If the documents are served in this manner, you should/ should not mail copies of the same address where the papers were left. For additional requirements, if any see below. May sub on __ attempt
- Posting:** By posting copies in a conspicuous manner to the address of the person/ entity being served. If the documents are served in this manner you should/ should not mail copies to the same address where the papers were left. For additional requirements, if any see below. May sub on __ attempt.

- Notarize Affidavit
- Use our proof of service
- Return proof by overnight delivery

Filing Fee Attached: \$ _____
Witness Fee Attached: \$ _____
Advanced Deposit Attached: \$ _____