Name/Law Firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Caption \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Case #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext.\_\_\_\_\_

Is there a hearing or trial scheduled before an assigned judge in the next two weeks Yes No

(Not including any hearing being scheduled by this proposed order)

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| **Service Requested**  Regular -$30 for up to 5 orders per cause number (or see attached copy of approved fee waiver)  Expedited- additional $30 per cause number | | | |
| **Return via:** | | | |
| Pre- paid envelope | Messenger | For pick-up notification call (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Clerk provide Postage ($3)  Clerk Provide Envelope/Handling ($7)  Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please print clear and legibly) | | |  |

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| **Additional Service(s) (exclusive of the one conformed copy) :** | |
| #\_\_\_\_ Regular copies of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                      (document name)  Total # of pages\_\_\_\_\_\_  (.50 per page) | #\_\_\_\_ Certified copies of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                        (document name)  Total # of pages\_\_\_\_\_\_  ($5 for the first page of each document $1 for each additional page) |
| Letters #\_\_\_\_\_\_ and/or Form K #\_\_\_\_\_\_\_etc.  ($5 each) *(Unable to provide FORM K via email)* | Writs, Subpoenas, Citations etc. #\_\_\_\_\_\_  ($20 for original & one conformed copy; $2 for each additional ) *(Unable to provide via email)* |
| Other (*please describe*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #\_\_\_\_\_\_ | |

**For Clerks’ Use Only**

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| --- | --- | --- | --- | --- |
| Amt. Received \_\_\_\_\_\_\_\_\_ | Out Processed by: \_\_\_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_ \_\_\_Mail \_\_Messenger  \_\_\_\_Email\_\_\_\_\_ Time | |
| Fee waiver | **Pick-Up Notification:** | | | |
| Rcpt#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1st Attempt | Date:\_\_\_\_\_\_Time:\_\_\_\_ | | Person notified\_\_\_\_\_\_\_\_ or VM |
| Prepared by: \_\_\_\_\_\_\_\_\_\_ |  |  | |  |
|  | Pick-up by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

Revised 12/07/2016