



CORLEON ENTERPRISES  
 P.O. Box 1358 San Diego, CA 92022  
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SERVICE INSTRUCTIONS

**RUSH**

- Personal Service
- File over counter
- Drop

- Record
- Research/Certify
- Document Delivery

- Other
- Last Day to File

Client: \_\_\_\_\_ Client File No. \_\_\_\_\_

Date: \_\_\_\_\_ Hearing Date/Time/Dept.: \_\_\_\_\_

Case Caption: \_\_\_\_\_ Case No.: \_\_\_\_\_

Fee check number# \_\_\_\_\_ Check amount: \$ \_\_\_\_\_

Court Location: \_\_\_\_\_

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> East County <small><input type="checkbox"/> Civil<br/><input type="checkbox"/> Family</small> | <input type="checkbox"/> Sixth Avenue            | <input type="checkbox"/> Clairemont Small Claims | <input type="checkbox"/> North County <small><input type="checkbox"/> Civil<br/><input type="checkbox"/> Family<br/><input type="checkbox"/> Probate</small> |
| <input type="checkbox"/> South Bay <small><input type="checkbox"/> Civil<br/><input type="checkbox"/> Family</small>   | <input type="checkbox"/> Hall of Justice         | <input type="checkbox"/> 220 W. Broadway         | <input type="checkbox"/> District Court  |
| <input type="checkbox"/> County Recorder   | <input type="checkbox"/> Probate - Madge Bradley | <input type="checkbox"/> Bankruptcy              | <input type="checkbox"/> Other: _____  |

Party to be served: \_\_\_\_\_

Address: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Last Day to Serve: \_\_\_\_\_ Residency or Business (circle one)

Documents:

- |  |                                   |                                       |                                |
|--|-----------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Eviction Package    | <input type="checkbox"/> P.O.S.   | <input type="checkbox"/> Subpoena     | <input type="checkbox"/> Other |
| <input type="checkbox"/> S & P               | <input type="checkbox"/> O.S.C.   | <input type="checkbox"/> Motion       |                                |
| <input type="checkbox"/> S & C               | <input type="checkbox"/> Subpoena | <input type="checkbox"/> Small Claims |                                |
| <input type="checkbox"/> Judgment/Final Docs | <input type="checkbox"/> Motion   | <input type="checkbox"/> T.R.O.       |                                |

Filing/Recording Instructions: \_\_\_\_\_

Progressive Status: \_\_\_\_\_

CORLEON USE ONLY BELOW THIS LINE

FEE FOR SERVICE: \$ \_\_\_\_\_ PAID  NET 30

FEE ADVANCE: \$ \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_ TIME: \_\_\_\_\_

CORLEON ASSOCIATE: \_\_\_\_\_

**SEAL THE DEAL**