

**CLIENT INFORMATION****Client type:** ☐ Attorney ☐ Company ☐ Private Party ☐ Other**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_**Company / Firm:** \_\_\_\_\_**Mailing Address:** \_\_\_\_\_**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_**CASE DETAILS****Court** ☐ Federal ☐ State ☐ Other**Court Name:** \_\_\_\_\_**Case Number:** \_\_\_\_\_ **Court City:** \_\_\_\_\_ **Court State:** \_\_\_\_\_**DOCUMENTS TO SERVE****Transmitted by:** ☐ Mailing ☐ E-Mail ☐ Online ☐ Other**Document Name:** \_\_\_\_\_**Document Type:** ☐ Summons ☐ Complaint ☐ Subpoena ☐ Other: \_\_\_\_\_**PARTY TO SERVE****Party type:** ☐ Individual ☐ Company ☐ Government**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_**Company / Firm:** \_\_\_\_\_**Service Address:** \_\_\_\_\_**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_**Additional parties, description of parties or any warnings we should know about:**

**SERVICE REQUESTED**Level: ☐ Standard ☐ Priority ☐ Next Day

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notarization Required: ☐ Yes ☐ NoReturn: ☐ E-Mail ☐ US Mail ☐ File with Court (Clark County Only)      Substitute Service: ☐ Yes ☐ No

\* You must confirm with the Court that substitute service is authorized, otherwise server will attempt only personal service of documents.

**Any additional instructions:****AGREEMENT**

By submitting a request for service, you confirm that it is for lawful purposes only. Your order becomes effective and billable upon submission, and service will commence upon receipt of payment unless prior arrangements are made. Our current fees are listed on our website, and separate orders must be submitted for each service request. We will make a reasonable effort to effect service of your documents, undertaking up to three attempts at the address you provide unless otherwise agreed upon. The success of service depends on factors outside of our control, including but not limited to the accuracy of the address, the recipient's availability or evasiveness, and unforeseen circumstances. While we will make diligent efforts, we cannot guarantee successful service. You are responsible for ensuring that documents are uploaded, emailed, or delivered to us promptly, as delays in receiving documents may postpone assignment. If you wish to cancel a service request after placing an order, you must contact Lewis River DocServe immediately. You remain responsible for any incurred fees or cancellation charges, and there is no guarantee that service can be canceled in time once work has begun. We are not responsible for incorrect or incomplete addresses. If an address is deemed invalid (for example, if the recipient has moved, is deceased, or no longer resides there), further attempts will cease and you will be notified for alternative instructions. Additional fees may apply for new or updated addresses. Attempts for standard, priority, and next-day service will be made at times appropriate to the requested service level. On-demand and emergency requests will be prioritized but cannot be guaranteed for immediate action. Upon successful service, you will receive a completed affidavit of service in the standard format. Unless otherwise arranged, you are responsible for submitting the affidavit to the court. If substitute service is requested (delivery to another adult at the recipient's address), or if posting of documents is requested after multiple attempts, it is your responsibility to confirm with the court whether these methods are legally permissible for your case. Additional fees may apply for service in rural areas, remote locations, or outside Clark County, Washington. Service of process does not include mail service, court appearances, or testimony, which require separate arrangements and fees. Lewis River DocServe will handle all documents and information provided in a professional and confidential manner, disclosing information only as required by law. By submitting a request, you agree to indemnify and hold harmless Lewis River DocServe, its agents, and employees from any claims, damages, or liabilities arising from the service of process.

By submitting a request for service, you acknowledge that you have read, understood, and accepted these terms along with those posted upon our website. This agreement remains in effect for as long as you are a client of Lewis River DocServe.

X: \_\_\_\_\_ Dated: \_\_\_\_\_  
(You may digitally sign with /s/ and type name)