LQS LUNA QUEST Services
Licensed California Private Investigators

Orange County	(949) 371-6874	● Fax (800) 886-0711
Direct line to legal	(949) 355-0290	
Los Angeles	(949) 371-6874	● Fax (800) 886-0711
Inland Empire	(949) 371-6874	● Fax (800) 886-0711
San Diego	(949) 371-6874	● Fax (800) 886-0711

SERVICE OF PROCESS

www.lunaquestservices.net

CONTROL NO.	DATE:

FIRM
NAME:

PHONE:

FAX:

ATTY / SECRETARY: EXT:

COURT:

DOCUMENTS:

CHARGE REFERENCE / ATTY. CODE:

ADVANCE WITNESS FEES ☐ YES ☐ NO

CASE NO:

DEADLINE FOR SERVICE:

Short title of case:

HEARING
SET FOR: _____ AT _____ DEPT/DIV _____

SERVE UPON:

(PLEASE INDICATE NAME EXACTLY AS IT SHOULD APPEAR ON PROOF OF SERVICE)

RESIDENCE ADDRESS:

TELEPHONE #:

BUSINESS ADDRESS:

TELEPHONE #:

HOURS WORKED:

TYPE OF SERVICE

- ☐ PERSONAL ONLY
- ☐ SUBSTITUTED OK
- ☐ DELIVER / DROP SERVE

LEVEL OF SERVICE

- ☐ SPECIAL
- ☐ ASAP (Same Day)
- ☐ RUSH (Next Business Day)
- ☐ REGULAR (3-4 Day)

SPECIAL INSTRUCTIONS:

WITNESS FEES

CHECK WRITTEN BY:
☐ CLIENT ☐ LQS

AMOUNT

CHECK #

STATUS REPORT:

HEIGHT	WEIGHT	HAIR	EYES	AGE	SEX	RACE	ADDITIONAL

DATE SERVED	TIME SERVED	SERVED BY:	PERSON SERVED / TITLE