

GENERAL PROCESS SERVICE LLC CASE INFORMATION FORM

Please complete all items indicated below and fax to (901) 737-077 or email the completed form to General Process Service at markwagner@generalprocess.net

Firm Name, Address and Phone Number:

Contact name at law firm:

Case Caption:

Index No.

Documents to be served:

Parties to be served and address of service:

Filing Instructions:

Your Case/File Number/Billable information:

IMPORTANT: When you fill out this Case Information Form and save it, do not re-name the saved form. It must always be saved as caseinfo.pdf (if Adobe Acrobat file or caseinfo.doc (if Microsoft Word file).