

Blue Ridge Legal Process Service, Inc.

316 East Washington Ave., Vinton VA 24179

Phone: 540-527-3783 Fax: 540-375-6411

Service Request Form

Name Requesting:

Court:

Description of Documents to Be Served: *(either attach via email or fax)*

Name of Party to be Served:

Address of Party to be Served:

Type of Service Requested:

- PERSONAL SERVICE: By personally delivering the document(s) to the within named in hand.
- POSTED SERVICE: By attaching the document(s) to the front/unit door to the residence.
- SUBSTITUTE SERVICE: By delivering the document(s) to the usual place of abode to the within named person. Person receiving writ(s) must be of suitable age and discretion and reside therein.
- CORPORATE SERVICE: By delivering the document(s) to the within named corporation to an officer, director or agent authorized to accept service.

Special Instructions: