



CASE INFORMATION FORM

Client Name, Address and Phone Number:

Name of Contact Person:

Title of Documents to be Served (Example: Summons & Complaint):

Name of Party to be served and Service Address:

Special Instructions

Case Number / Your File Number / Billable Information:

Send the completed form to us along with the documents as follows:

Fax: (630) 299-4601

**Mailing Address: Elite Process Serving, Inc.
16106 Route 59
Suite 200
Plainfield, Illinois 60586**