

Firm Name: _____
Address: _____

METRO LEGAL SERVICES Request Form

Request Date: _____

Contact: _____
Email: _____
Phone: _____
Attorney: _____
Billing Reference: _____

VERY IMPORTANT!

Please specify the exact date and time of your deadline!

Deadline Date: _____ Time: _____

Statutory Deadline Date: _____

Hearing Date: _____ Time: _____

Please check the appropriate boxes. Please express office addresses, names and additional instructions as specifically as possible.

SERVICE REQUESTED:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> SERVE PROCESS | <input type="checkbox"/> REAL PROPERTY RECORDING | <input type="checkbox"/> OBTAIN PLAIN COPIES | <input type="checkbox"/> NATIONALLY ARRANGED SERVICE |
| <input type="checkbox"/> COURT FILING | <input type="checkbox"/> REAL PROPERTY SEARCH | <input type="checkbox"/> OBTAIN SIGNATURE | <input type="checkbox"/> BRIEF BINDING/ COPYING |
| <input type="checkbox"/> DELIVER | <input type="checkbox"/> COURTHOUSE SEARCHES | <input type="checkbox"/> NOTARIZE | <input type="checkbox"/> SKIP TRACE/ ASSET SEARCH REPORT |
| <input type="checkbox"/> PICK UP | <input type="checkbox"/> OBTAIN CERTIFIED COPIES | | <input type="checkbox"/> SECRETARY OF STATE SERVICE |
- OTHER (Please Specify) _____

Additional instructions or helpful information: _____

Documents/ Items Involved: _____

Recipient: _____

Home Address: _____ Work/Court/Office _____

Address: _____

Phone: _____ Phone: _____

Best Time: _____ Best Time: _____

I would like a confirmation call after service is complete. Fees Provided (Specify) _____

By Phone By Email

I would like expedited return of the affidavit of service Advance Fees _____
or other requested documents. When? _____

GUARANTEE: THERE WILL BE NO CHARGE IF WE ARE UNABLE TO COMPLETE YOUR REQUEST DUE TO CIRCUMSTANCES WITHIN OUR CONTROL.

We will do everything reasonably possible to effectively complete your request to your stated specification and deadline and/or to keep you informed of any delays or problems which occur. Under no circumstances can we be held responsible for consequential or incidental damages.

330 2nd Ave. South, Suite 150
Minneapolis, Minnesota 55401



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