

RUSH/DO TODAY
EXTRA CHARGES APPLY
 ROUTINE SERVICE
DOCS PREPPED WITHIN 5 DAYS
 DUE DATE

SUBPOENA PACKET
DOC PREP/SERVE/COPY
 SERVICE OF PROCESS
SUBPOENA ATTACHED
 COPY/SCAN ONLY
SPECIAL ASSIGNMENTS

CLIENT/FIRM NAME & ADDRESS

PHONE EXT.

FAX

CONTACT

EMAIL

FILE #

ADVANCE FEES

COURT

CASE #

CASE TITLE

RECORDS RE:

SOCIAL SEC # DEPO DATE

DATE OF BIRTH DATE OF LOSS

**Designate CPS as
Deposition Officer**

Number of Copies:

RECORDS PRODUCTION FORMAT:

- Print Hard Copies Bates Stamp
 CD/DVD format Email PDF Files
 Upload records online for downloading

PLEASE CHECK APPROPRIATE BOXES:

- Prepare Subpoena Subpoena Attached Obtain Medical Records Obtain Business Records
 Prep Notice to Consumer Authorization Attached Obtain Billing Records Obtain Employment Records
 WCAB/Other List Below Mail/Serve Notice(s) Obtain X-Rays, Charts, Film Out of State Service

COPY LOCATIONS & OPPOSING COUNSELS TO BE NOTIFIED (PLEASE INCLUDE PHONE NUMBERS)

COPY LOCATION 1

COPY LOCATION 2

SPECIAL INSTRUCTIONS

OPPOSING COUNSEL 1

OPPOSING COUNSEL 2

For additional locations, notice to opposing counsels & special instructions, please attach separate sheet

RECORDS RETRIEVAL REQUEST FORM

Ventura Office
(805) 650-9291
process@comproserve.net

Santa Barbara Office
(805) 845-4200
sb@comproserve.net

San Luis Obispo Office
(805) 361-0781
slo@comproserve.net