



Litigation Support, Judgement Enforcement
& Document Management Services

CA Court Legal Service, LLC

El Dorado Hills, CA 95762

Office: (916) 530-2339

Fax: (916) 530-2289

Info@Cacourtlegalservices.com

Orders@CACourt-LegalServices.com

Website: www.CACourt-LegalServices.com

Mailing Address:

8099 Avanti Drive

El Dorado Hills, CA 95762

ORDER FORM – Legal Services

Fax Order Form: (916) 530-2289

Email Order Form: Orders@CACourt-LegalServices.com

- ☐ Mailing
☐ Emailing
☐ Pick-up Request

Instructions: Please complete this Service Request Form and submit with the documents you are requesting to be processed.

Email to: Orders@CACourt-LegalServices.com or Fax to (916) 530-2289.

Please wait for confirmation via email from Cal-Court that we have received your request.

____ # Pages ____ # Documents/ Forms

Date Order Submitted	
Department	
Case Name	
Case Number	
Case Manager & Phone #	

Service Request

Type of Service Requested <i>(Check One Box Only – For Additional Services Please Use Next Service Request Below)</i>	☐ Messenger/Delivery ☐ Mobile Notary ☐ Photocopying/Scanning ☐ Writ Service, Levy & Garnishment ☐ Service of Process ☐ Record Retrieval ☐ E-Filing ☐ Court Filing (In Person) ☐ Stake Out
Expedite Level <i>(Check One Box Only)</i>	☐ Routine (3-5 days) ☐ Priority RUSH (24 hrs) ☐ On-Demand (Same Day)
Description <i>(Please be Specific)</i> Description of Subject / Instructions for Service	Person / Entity Serving: _____ _____ Address _____ Unit # _____ City, State Zip _____