

Small Claims Intake Sheet

Process Service Network™

20832 Roscoe Blvd. #106
Winnetka, CA 91306

(818)772-4796

Fax (818)772-4797

www.processnet1.com

processnet@sbcglobal.net

Everything handled by phone, fax, on-line or in person

Date: ____/____/2012

Please fill out this form completely and return it to our office above so we may file and serve your Small Claims case. **Two (2) separate checks are required**, as follows (unless paid via credit card):

\$135.00 payable to **Process Service Network**

\$ 30.00 if claim is less than \$ 1,500.00 payable to **Clerk of the Court**

\$ 50.00 if claim is \$1,500.01 to \$ 5,000.00

\$ 75.00 if claim is \$5,000.01 to \$10,000.00

(both fees are added to the Judgment and recoverable as Court costs)

We gladly accept all major credit cards

PLAINTIFF (YOU):

Name: _____

() Individual () Sole Proprietor/DBA () Corporation () Other:

Street: _____ City: _____ Zip: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____ E-mail: _____
(daytime)

Individual authorized to sign, if a business (PRINT NAME): _____

If your business is a DBA, Fictitious Business Statement No.: _____ Expires: ____/____/____

DEFENDANT (Exact legal name of Defendant is required if a company):

Legal Name: _____

() Individual () Sole Proprietor / DBA () Corporation () Other:

Street: _____ City: _____ Zip: _____

Phone: (_____) _____ - _____ Is address? [_____] Home [_____] Business

Amount Suing for: \$ _____ City debt incurred: _____ Date incurred: ____/____/____

Reason: _____

Time you request hearing: [_____] AM [_____] PM

Are there dates when you will **NOT** be available during next 2 months? _____

How did you determine the amount of the claim? _____

Comments/Additional information: _____

Credit Card Number: _____ - _____ - _____ - _____ Expires: ____/____

Name on card: _____ Billing zip code: _____

Optional services : [_____] RUSH service or [_____] One-day "walk thru" service - add \$45.00 each
[_____] Business entity search - add \$25.00 [_____] Locate defendant - add \$85.00

Process Service Network (PSN) is not responsible for errors, omissions, or the outcome of any Small Claims case. No legal advice is offered by PSN. Plaintiff assumes responsibility for any liability arising out of this assignment and releases PSN, its agents, owners and employees for any liability. It is agreed that if service cannot be made at the address provided and service is made at an additional address, charges shall apply at the current published rates and will be automatically billed to accounts in good standing or charged to the credit card on file if paid by credit card. All fees are normally recoverable as court costs. No refunds can be made after case is assigned.