

PAPER CHASERS LLC Internal Service of Process Intake Checklist

ADMINISTRATIVE

- ■ Conflict check completed
- ■ Case number logged
- ■ County confirmed
- ■ Service tier confirmed
- ■ Pricing confirmed
- ■ Tax applicability confirmed (review separately)
- ■ Payment method confirmed

SERVICE PREPARATION

- ■ Documents printed
- ■ Correct copies prepared
- ■ Affidavit template prepared
- ■ Subject info verified
- ■ Address verified / mapped
- ■ Skip trace completed (if applicable)

ATTEMPT TRACKING

Attempt 1 – Date/Time: _____ Result: _____

Attempt 2 – Date/Time: _____ Result: _____

Attempt 3 – Date/Time: _____ Result: _____

COMPLETION

- ■ Service completed
- ■ Non-service documented
- ■ Photos retained (if appropriate)
- ■ Affidavit completed
- ■ Affidavit sent to client
- ■ Invoice sent
- ■ Payment received