LEGAL DOCUMENT MANAGEMENT, INC.

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Chicago's Premier Legal Support Service Since 1982

WORK ORDER

DATE: _____ **RUSH ☐** **ROUTINE ☐**

CLIENT: _____ **Attorney # _____**

Attorney: _____ **Ref. No._____**

Address: _____

Tel: _____ **Fax: _____** **E-mail: _____**

IN RE: _____

LAW CLERKING:

File Pleading_____ **Place w/Sheriff _____**
Set for Hearing_____ **for (2) Dates: _____**
Judge/Calendar _____ **Courtroom: _____**

Obtain copy of: _____

_____

Court Call Appearance: Date: _____ Room: _____ Time: _____
Draft Order Attached: _____ Prepare Draft Order: _____
Status Report (incl service on defendant and discovery): _____

_____

Other Job:_____

_____

PROCESS SERVICE:

Appoint Process Server: _____ Issue Alias: _____

Serve following subjects: _____

_____

Info: (Service address(es), physical description, telephone numbers, vehicles): _____

_____

SKIP-TRACE:

SUBJECT: (NAME) _____
SSN: _____ DOB: _____ LKA: _____
DL#:_____ VEHICLE PLATE#:_____