

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#: \_\_\_\_\_

OTHER INFO: \_\_\_\_\_