



Attorney's Messenger Service

Bakersfield:
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COURT SERVICE FORM

INV. #

DATE SUBMITTED

STATUTE DATE

DO TODAY

ACCOUNT #

FIRM NAME & ADDRESS:

[Red outlined text box for firm name and address]

COURT / DESTINATION

[Text box for court/destination]

BRANCH / DIV. / COUNTY:

[Text box for branch/div./county]

CASE #:

[Text box for case number]

CASE TITLE:

[Text box for case title]

PHONE #:

[Text box for phone number]

FAX #:

[Text box for fax number]

CONTACT:

[Text box for contact name]

BILLING / FILE #:

[Text box for billing/file number]

DOCUMENTS:

[Large text box for documents]

INSTRUCTIONS:

PLEASE NOTE ANY TIMELY OR SPECIFIC FILING REQUIREMENTS

- FILE
ISSUE
RECORD
CONFORM
COPY / RESEARCH
CERTIFY
ADVANCE FEES
CHECK ATTACHED: \$

LAST DAY TO FILE:

[Text box for last day to file]

HEARING DATE:

[Text box for hearing date]

DEPT/DIV:

[Text box for dept/div]

ADDITIONAL / SPECIAL INSTRUCTIONS:

[Large text box for additional instructions]

Payment Method:

Bill Firm

Check Enclosed

Bill Credit Card per attached Credit Card Authorization Form

REPORTS / COMMENTS (For AMS Legal Services use only)

[Large text box for reports and comments]

ASSIGNMENT COMPLETED BY DATE

REJECTED - REASON:

ATTORNEY CALLED - SPOKE TO: DATE

Table with columns: BILLING ITEM, CHARGE. Rows include: ADVANCE FEES, CHECK CHARGE, INDEX/RESEARCH, PULL FILE, COURT WAITING TIME, RECORDER, DO TODAY, OUT OF AREA FILING, TOTAL.