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COURT SERVICES	Provide one extra copy to conform.																	
	<table> <tr> <td>FIRM:</td> <td>DATE: _____</td> </tr> <tr> <td></td> <td>COURT: _____</td> </tr> <tr> <td></td> <td>CASE NO.: _____</td> </tr> <tr> <td></td> <td>CASE NAME: _____</td> </tr> <tr> <td></td> <td>DOCUMENTS:</td> </tr> <tr> <td></td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> </tr> <tr> <td></td> <td>ATTY/SECTY: _____ EXT. _____</td> </tr> <tr> <td></td> <td>YOUR FILE NO.: _____</td> </tr> </table>	FIRM:	DATE: _____		COURT: _____		CASE NO.: _____		CASE NAME: _____		DOCUMENTS:		_____		_____		ATTY/SECTY: _____ EXT. _____	
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	DOCUMENTS:																	

	ATTY/SECTY: _____ EXT. _____																	
	YOUR FILE NO.: _____																	
FIRM and CASE INFORMATION																		
CRITICAL DATES	LAST DAY TO FILE _____ EXPEDITE & RETURN BY _____ HEARING SET FOR _____ AT _____ DEPT/DIV. _____																	
FEES	FEE \$ _____ <input type="checkbox"/> ATTACHED <input type="checkbox"/> ADVANCE DEFENDANT/RESPONDENT APPEARANCE FEE PAID? ___ YES ___ NO DATE PAID: _____																	
SERVICE REQUESTED	<input type="checkbox"/> EXCLUSIVE <input type="checkbox"/> SAME DAY <input type="checkbox"/> NEXT DAY <input type="checkbox"/> FILING <input type="checkbox"/> FILE & CONFORM <input type="checkbox"/> COURTESY COPY <input type="checkbox"/> SASE ATTACHED <input type="checkbox"/> RESEARCH																	
SPECIAL INSTRUCTIONS																		

FOR ACE USE ONLY

STATUS REPORT	BASE CHARGE	
	RESEARCH	
	RETURN	
	WAITING TIME	
	ADVANCE FEES	
	CHECK CHARGE	
	FACSIMILE	
ACE (1) _____ ACE (2) _____ ACE CHECK # _____ AMOUNT \$ _____	TOTAL	