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

FOR ACE USE ONLY

STATUS REPORT	BASE CHARGE	
	RESEARCH	
	RETURN	
	WAITING TIME	
	ADVANCE FEES	
	CHECK CHARGE	
	FACSIMILE	
	TOTAL	

ACE (1) _____ ACE (2) _____ ACE CHECK # _____ AMOUNT \$ _____