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**gissen+**  
**zawyer**  
PROCESS SERVICE

exceeding client expectations

## Client request for service of process

Requested by: \_\_\_\_\_ Firm: \_\_\_\_\_

No. of parties to be served: \_\_\_\_\_ Date: \_\_\_\_\_

Client Reference #: \_\_\_\_\_

Papers are to be served on what basis?     Same Day Rush     Rush     Routine

Papers are to be filed in what courthouse?     Dade     Broward     Palm Beach     Other

● Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Estimations for Service of Process:

#### Routine

- \*Most Miami-Dade papers are typically **attempted** within one to three business days.
- \*Most Broward papers are typically **attempted** within one to three business days.
- \*Most Palm Beach papers are typically **attempted** within one to three business days.
- \*Outside tri-county routine service papers typically take between seven to ten business days to serve unless special arrangements are made. (e.g., FedEx)

#### Rush

A rush service is typically defined as same or next day service and is handled with priority by our offices. Please call our office should you need a more accurate answer, as this can be location specific.

#### Same Day Rush

Rushes can be served the same day given, however, it is necessary to call our office to discuss location and timing.

#### Other Information

It is very important that should you ever need special care taken for a paper or ever have special instructions for a paper, please let us know. Additionally, all the information you have regarding service is always greatly appreciated and desired.

Service of process is not permitted by law on Sundays.