



SERVICE REQUEST FORM

NON-EVICTION

Oregon Eviction Services

Ph: 503-XXX-XXXX Fax: 503-XXX-XXXX Intake@OregonEvictionServices.com

Office use only

Rcvd: _____

Please print legibly. Fields can be completed on screen or by hand.

Your File No. _____

☐ **Rush Service**
additional fees apply

Service due by _____

1 Request Information

Today's Date _____

Filing County _____

Contact Phone # _____

Email _____

Firm / Company Name _____

2 Parties & Documents

PLAINTIFF(S) / PETITIONER

DEFENDANT(S) / RESPONDENT

DOCUMENTS (AS LISTED ON THE RETURN OF SERVICE)

3 Service Details

SERVICE TO

ADDRESS FOR SERVICE

COMMENTS REGARDING SERVICE

Special Instructions

☐ Personal Only

☐ Notary Required

☐ Posting

☐ Other (list in comments)

Any account that is past due may be charged a late fee of \$25.00 per file when the account is over 60 days, at the discretion of Oregon Eviction Services. Oregon Eviction Services will charge a \$40.00 prep fee for any request that is canceled once it has been entered into our system. By printing your name below, you authorize Oregon Eviction Services to fulfill your request and agree to the terms herein.

Requested by _____