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Process of Service Request Form
Notary Services, LLC

1600 Thomas St., Gretna, La 70053
(504)782-3217

Firm Information:	
Firm Name:	
Firm Address:	
City, State, Zip:	
Attorney Name:	
Secretary / Paralegal Name:	
Client File Number:	
Service Information:	
Method of Service: (check one)	☐ **Personal Only** ☐ **Domiciliary Acceptable**
Last Day to Serve:	
Party to be Served	
Street Address:	
City, State, Zip:	
Alternate Street Address:	
Alternate City, State, Zip:	
Type of Document to be served:	

Additional Information or Special Instructions:

Date:	Service Attempt Log: