

# **PAPER CHASERS LLC Internal Service of Process Intake Checklist**

## **ADMINISTRATIVE**

- Conflict check completed
- Case number logged
- County confirmed
- Service tier confirmed
- Pricing confirmed
- Tax applicability confirmed (review separately)
- Payment method confirmed

## **SERVICE PREPARATION**

- Documents printed
- Correct copies prepared
- Affidavit template prepared
- Subject info verified
- Address verified / mapped
- Skip trace completed (if applicable)

## **ATTEMPT TRACKING**

Attempt 1 – Date/Time: \_\_\_\_\_ Result: \_\_\_\_\_

Attempt 2 – Date/Time: \_\_\_\_\_ Result: \_\_\_\_\_

Attempt 3 – Date/Time: \_\_\_\_\_ Result: \_\_\_\_\_

## **COMPLETION**

- Service completed
- Non-service documented
- Photos retained (if appropriate)
- Affidavit completed
- Affidavit sent to client
- Invoice sent
- Payment received