

# **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