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<b>COURT SERVICES</b>	Provide one extra copy to conform.							
	<table style="width: 100%;"> <tr> <td style="width: 50%;">FIRM: _____</td> <td style="width: 50%;">DATE: _____</td> </tr> <tr> <td>COURT: _____</td> <td>CASE NO.: _____</td> </tr> <tr> <td>CASE NAME: _____</td> <td>DOCUMENTS: _____</td> </tr> <tr> <td>ATTY/SECTY: _____ EXT. _____</td> <td>YOUR FILE NO.: _____</td> </tr> </table>	FIRM: _____	DATE: _____	COURT: _____	CASE NO.: _____	CASE NAME: _____	DOCUMENTS: _____	ATTY/SECTY: _____ EXT. _____
FIRM: _____	DATE: _____							
COURT: _____	CASE NO.: _____							
CASE NAME: _____	DOCUMENTS: _____							
ATTY/SECTY: _____ EXT. _____	YOUR FILE NO.: _____							
<b>FIRM and CASE INFORMATION</b>								
<b>CRITICAL DATES</b>	<b>LAST DAY TO FILE</b> _____ EXPEDITE & RETURN BY _____ HEARING SET FOR _____ AT _____ DEPT/DIV. _____							
<b>FEES</b>	FEE \$ _____ <input type="checkbox"/> ATTACHED <input type="checkbox"/> ADVANCE DEFENDANT/RESPONDENT APPEARANCE FEE PAID? ___ YES ___ NO      DATE PAID: _____							
<b>SERVICE REQUESTED</b>	<input type="checkbox"/> EXCLUSIVE <input type="checkbox"/> SAME DAY <input type="checkbox"/> NEXT DAY <input type="checkbox"/> FILING <input type="checkbox"/> FILE & CONFORM <input type="checkbox"/> COURTESY COPY <input type="checkbox"/> SASE ATTACHED <input type="checkbox"/> RESEARCH							
<b>SPECIAL INSTRUCTIONS</b>								

**FOR ACE USE ONLY**

<b>STATUS REPORT</b>	<b>BASE CHARGE</b>	
	<b>RESEARCH</b>	
	<b>RETURN</b>	
	<b>WAITING TIME</b>	
	<b>ADVANCE FEES</b>	
	<b>CHECK CHARGE</b>	
	<b>FACSIMILE</b>	
ACE (1) _____ ACE (2) _____ ACE CHECK # _____ AMOUNT \$ _____	<b>TOTAL</b>	