



CLASSIC LEGAL

Legal Support Services

Tel: 213-620-5773 Fax: 213-536-2041 www.classic-couriers.com

Order No: _____

Date: _____

COURT FILING / MESSENGER INSTRUCTIONS

FIRM:

Firm Name _____

Address _____

City, State Zip _____

Phone _____ Fax _____

CONTACT:

Contact Name _____

Phone / Ext _____

Email Address _____

Billing Ref: _____

PICK-UP FROM:

Location Name _____

Address _____

City, State Zip _____

SERVICE LEVEL: Special Rush Regular

DELIVER TO:

Location Name _____

Address _____

City, State Zip _____

COURT:

Court Name _____

Address _____

City, State Zip _____

Department _____

CASE NUMBER:	_____
CASE NAME:	_____

SERVICE LEVEL: Special Rush Route Regular

SERVICE TYPE: File / Conform Record Research
 Pick Up / Deliver

FILING FEES: Attached \$ _____
 Please Advance: \$ _____
 First Appearance Fee Paid: _____ (Date)

SPECIAL INSTRUCTIONS:

DOCUMENTS:

RETURN INFORMATION Special Rush Regular Route US Mail ORDER # _____

RECEIVED BY:

/

SIGNATURE

PRINT NAME

DATE & TIME