

Original to B&R -
Copy to Attorney



Date _____

- Court Filing
- Process Serving
- Court Reporting
- Investigative Services

REQUEST FOR SERVICE OF PROCESS

OFFICE OF JUDICIAL RECORDS

Please include the following fees (Make check payable to Office of Judicial Records)

\$328.48 for Arbitration \$328.48 for Non-Jury \$576.42 for Jury Trial

Please include in fee to Office of Judicial Records an \$11.00 surcharge for each defendant as per PA R.C.P. 1007
Civil Actions in Divorce \$328.98

No Office of Judicial Records fee to reissue or reinstate civil actions
No Office of Judicial Records fee for writ/civil actions to join additional defendant
Office of Judicial Records fee to sign and seal subpoenas - \$7.70

B&R SERVICES

Please include the following fees (Make check payable to B&R Services):

- \$59.00 for first defendant at Philadelphia address.
- \$20.00 for each additional defendant at same address in Philadelphia.
- \$30.00 for each additional defendant at different address in Philadelphia.
- \$35.00 for Deputized service to another Pennsylvania County with no Philadelphia defendants.
- \$20.00 for Deputized service to another Pennsylvania County with Philadelphia defendant.
- \$20.00 for Deputized service for each additional defendant in any other Pennsylvania County.

TYPE OF PROCESS TO BE SERVED

- | | |
|---|---|
| <input type="checkbox"/> Civil Action / Complaint
<input type="checkbox"/> Reinstate Civil Action / Complaint
<input type="checkbox"/> Writ / Complaint to Join Additional Defendant
<input type="checkbox"/> Deputized Service for _____ County
<input type="checkbox"/> Federal Summons and Complaint | <input type="checkbox"/> Civil Action / Summons
<input type="checkbox"/> Reissue Civil Action / Summons
<input type="checkbox"/> Writ of Revival of Judgment
<input type="checkbox"/> Service Out of State
<input type="checkbox"/> Other _____ |
|---|---|

PLAINTIFF
VS.
DEFENDANT

COUNTY
TERM
#

Please list name and address of all parties to be served (use one form per action)

1)	
2)	
3)	
4)	
5)	
6)	
7)	

SPECIAL INSTRUCTIONS:

Attorney	
Firm	
Address	
City, State, Zip	
Telephone	

Total Amount Enclosed \$		Office of Judicial Records \$	
B&R Services \$		Sheriff of	