

Sunshine Legal Services

Process Services Report – Form Instructions

General Instructions

- Pale green fields are available for input.
- Press the "TAB" key on your keyboard to Start. Once "TAB" activates fields, can then tab between fields, or move cursor with mouse to skip to other fields.
- "SHIFT+ TAB" on your keyboard moves back one field.
- RADIO BUTTONS are selected by tabbing to that button, and then pressing the SPACE BAR on your keyboard. One item must be selected (ie: Gender "M" or "F"). To change the selected item, "TAB" or "SHIFT + TAB" to the desired button and press the SPACE BAR. This will automatically deselect the other button(s).

Form Field Clarifications

The following screenshot shows form field clarifications in the yellow highlighted areas.

Contact Name: <input type="text" value="Enter Client Contact for Questions"/>		Client Billing #: <input type="text" value="Enter Client's reference / billing #"/>	
SLS User Name: <input type="text" value="Enter User Name Provided by Sunshine"/>		Case / Docket #: <input type="text" value="Enter the Court-Assigned #"/>	
Contact Ph#: <input type="text"/>	Ext: <input type="text"/>	Date Sent: <input type="text"/>	
Documents to be Served: <input type="text"/>			
Type of Service (Select One) <input checked="" type="radio"/> Regular <input type="radio"/> Rush <input type="radio"/> Priority	Serve by: <input type="text"/> (Date)	SUB-SERVICE: <input checked="" type="radio"/> Yes <input type="radio"/> No Do not Serve: <input type="text" value="If Yes, name anyone here who is specifically NOT to get the documents."/>	
SERVE: (NAME OF PERSON TO BE SERVED) <input type="text"/>		ALIAS: (ALIAS' IF APPLICABLE) <input type="text"/>	GENDER: <input checked="" type="radio"/> M <input type="radio"/> F
PRIMARY ADDRESS: <input type="text" value="Enter the Primary address for service"/>		ALTERNATE ADDRESS: <input type="text" value="Optional; Enter an alternate, acceptable address to be used if needed"/>	
AGE: <input type="text"/>	HT: <input type="text"/>	WT: <input type="text"/>	HAIR: <input type="text"/> RACE: <input type="text"/>
SPECIAL INSTRUCTIONS: <input "works="" address"="" alternate="" and="" at="" attempting="" before="" call="" nights="" or="" service="" type="text" value="Optional; Note anything here that does not fit into the above categories. For example: " weekends"=""/>			
PROOF OF SERVICE: (select one)		<input checked="" type="radio"/> Return to Office –or– <input type="radio"/> File in <input type="text" value="Select from List"/> <input type="text" value="County Circuit Court"/>	