RUSH SERVICE REQUESTED

Date: [Date]

To: [Process Server Name/Agency Name]
Address: [Process Server Address]
Email/Phone: [Process Server Contact Info]

From: [Your Name/Law Firm Name]
Case Name: [Case Name, e.g., Smith v. Smith]
Case Number: [Case Number]

RE: INSTRUCTIONS FOR SERVICE OF FAMILY LAW SUBPOENA

Please find enclosed the following documents for immediate service:

- Subpoena [for Personal Appearance / for Production of Business Records]
- Notice to Consumer or Employee (if applicable)
- Witness Fee Check in the amount of $[Amount] (if applicable)

Subject to be Served:
Name: [Name of Individual or Custodian of Records]
Address: [Primary Service Address]
Alternative Address: [Secondary Address, if any]
Description/Photo: [Physical description or "See attached photo"]

Service Instructions:

1. **Rush Status:** This is a time-sensitive family law matter. Service must be attempted within [Number] hours and completed no later than [Deadline Date].
2. **Type of Service:** Personal service is required.
3. **Substitute Service:** [Permitted / Not Permitted] only after [Number] failed attempts.
4. **Special Timing:** [e.g., Please attempt service at the place of employment between 9:00 AM and 5:00 PM].

Reporting & Proof of Service:

- Please notify us immediately via email at [Your Email] once service is effected.
- Provide a signed and dated Proof of Service/Affidavit of Service to our office via [Email/Mail] promptly.
- If service is unsuccessful after three attempts, please contact us for further instructions before continuing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]