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## Gathering Information for a More Successful Serve

This check list can be a very useful tool in obtaining service on a subject. Being prepared with information can turn a very hard to locate subject into one being served in just a matter of a few hours.

Service on: John Doe                      Reference/Case #:

Legal Type of Service Allowed	Personal, Substitute Service, Anyone NOT to be served?
Previous Service Attempts?	By who? Results, Dates, times
Aware of service?	Does the subject know the documents are coming? What is their attitude if they do know?
Name of person	All possible AKAs. Middle name or initial; Any nicknames: former, maiden names: last names of family; Junior or Senior?
Description	Race, hair color, height, weight, clothing style, tattoos, accent?
Addresses	Current or any the subject may be frequently; PO boxes known? Own or Rent?
Phone numbers	Home and cell
Place of Employment	Hours, shifts, Days off; Occupation
Date of Birth	Used for skip tracing; "birthday deliveries"
Vehicles	Make, color, tags; damage to vehicle; borrow someone's car? Out of state tags?
Distinguishing features	Tattoos, glasses, piercings, scars,
Picture	From client, driver's license, social media, year book
History of Violence?	Weapons, 50-B?
Criminal/Civil History	Upcoming court appearance? Criminal Record? Probation?
Family members	Children? Parents? Twin? Have they or will they possibly lie to assist evasion of service?
Associates	Friends, co-workers
Social Media	User names, emails, friends, company websites,
Extracurricular	Clubs, Associations, Groups, Church or other activities (example, bowling league Friday nights)