



CASE INFORMATION FORM

Please complete all items indicated below and send the completed form to WeServeIt along with all documents referenced herein as follows:

By Fax To: (718) 946-1781

By Email To: info@weserveit.com

By Snail Mail: Call (718) 946-1780 for instructions

Firm Name, Address and Phone Number:

Contact name at law firm:

Case Caption:

Index No.

Documents to be served:

Parties to be served and address of service:

Filing Instructions:

Your Case/File Number/Billable information: