Legal Court Filing Instructions

Firm Name_____ **Firm Contact**_____

Address_____ **Firm Contact Number**_____

Court House: [Name]_____ Courier: [Name]_____

[Street Address]_____ [Number]_____

[Room/Suite of the Clerk]_____ [Tracking ID]_____

[Court Date Requested] YES NO Courier has verified total in package, back to Firm & left with clerk

[Date Requested]_____ [Courier Initals]_____

Title of Document(s):	# of Title in Packet	# of Title Back to Firm	# of Title to Leave with Clerk

Additional Instruction To Courier

Time Stamp or Clerk Seal in Box