

RESEARCH AND INDEXING INSTRUCTIONS



**ELECTRONIC
LITIGATION
SUPPORT**

Date: _____

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(707) 578-8458

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P.O. Box 1039
Rohnert Park, CA 94928
(707) 483-5049

Attorney: _____

Secretary: _____ / Phone _____

Case Title: _____ / Number _____

County: _____

Municipal Superior Other: _____

If research is for a specific individual, please specify name: _____

Research instructions: _____

RUSH REGULAR

Requested time frame: _____

FOR OFFICE USE ONLY

Cost estimate \$: _____
Additional fees _____
Hourly rate _____
Hourly rate _____
Hourly rate _____
Hourly rate _____

\$: _____
Date/Time _____
Date/Time _____
Date/Time _____
Date/Time _____
Date/Time _____

NO CHARGE _____

Subtotal: _____

Confirmed by _____

Confirmed with _____

Billing Total: _____