



## CASE INFORMATION FORM

Please complete all items indicated below and send the completed form to Precision Process Service

**By Fax:** (917) 000-0000 **By Email to:** [info@precisionprocessservice.com](mailto:info@precisionprocessservice.com)  
**By Snail Mail: Phone (917) 531-2857 for instructions**

Firm Name, Address & 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:

**IMPORTANT:** When you fill out this Case Information Form and save it, do not re-name the saved form. It must always be saved as INFOFORM.pdf (if Adobe Acrobat file or INFOFORM.doc (if Microsoft Word file).