



TRACKING NUMBER

ITEM	
DELIVERY	
PICK UP	
RETURN	
WAIT TIME	
EARLY / LATE	
WEEK END	

PHONE: (973) 857-1580 FAX: (973) 857-1582

HAND DELIVERY FORM

FIRM: _____

DATE: _____ **CALL TIME** _____

PICK UP AT _____ **DELIVER BY** _____

CLIENT / MATTER # _____

REQUESTING LAWYER: _____

ORDERED BY: _____

DRIVER: _____

PICK UP FROM: _____

SEE: _____

PICK UP FROM: _____

SEE: _____

WAIT DO NOT WAIT DELIVER TO NAMED PERSON ONLY

SPECIAL INSTRUCTIONS:

RETURN RECEIVED _____ DATE _____ TIME _____

RETURN RECEIVED BY: _____

PRINT NAME _____

RECEIVED _____ DATE _____ TIME _____

RECEIVED BY: _____

PRINT NAME _____

FOR DRIVER'S USE ONLY

SUBPOENA / SUMMONS

1ST ATTEMPT ON _____

2ND ATTEMPT ON _____

3RD ATTEMPT ON _____ SUBPOENA FEES: \$ _____

DRIVER'S EXPENSES

PARKING \$ _____ COURT FEES \$ _____ MISC \$ _____

STAMP
