

# LEGAL IMAGE

## Copy Service

421 Porter Street # 1

Glendale, CA 91205

Phone (818) 549-0366 Fax (818) 549-0512 ONLINE AT: WWW.LEGAL-IMAGE.NET

### A Customer Information

Date Ordered: \_\_\_\_\_  Rush  
Due Date: \_\_\_\_\_  
Your firm: \_\_\_\_\_  
Attorney's name: \_\_\_\_\_ SB# \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Your firm file number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

### B Subpoena Information

AUTHORIZATION ENCL.  CLIENT SUBPOENA ENCL.  PREARRANGED  
PREPARE  DEPO SUBPOENA  WCAB SUBPOENA  TRIALSUBPOENA  
FOR  RECORDS ONLY  PERSONAL APPEARANCE & RECORDS  
PERSONAL APPEARANCE ADDRESS:  
DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ DEPT/DIV: \_\_\_\_\_  
COURT:  SUPERIOR  WCAB  FEDERAL  MUNICIPAL  
ARBITRATION  AMERICAN  UNINSURED MOTORIST  
CASE NO. \_\_\_\_\_ CITY/I.D. \_\_\_\_\_  
COURT NAME: \_\_\_\_\_  
CASE NAME: \_\_\_\_\_  
VS. \_\_\_\_\_

### C Records Pertaining To:

Subject's name: \_\_\_\_\_  
A.K.A. \_\_\_\_\_  
DOB: \_\_\_\_\_ SS# \_\_\_\_\_  
NUMBER OF COPIES: \_\_\_\_\_  SEND ADDITIONAL SET TO \*(SEE BELOW)

### D Records Locations

	Specific Dates	Record Type Codes
1. Location: _____ Phone: _____ Address: _____		
2. Location: _____ Phone: _____ Address: _____		
3. Location: _____ Phone: _____ Address: _____		

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Carrier Billing Information

Carrier: \_\_\_\_\_  
Adjuster's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Name of Insured: \_\_\_\_\_  
Claim file number: \_\_\_\_\_  
Date of loss: \_\_\_\_\_

### Notice to Opposing Counsel Info.

Opposing counsel's name: \_\_\_\_\_ Esq  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

List of additional counsels attached

Your firm represents:

Plaintiff  Defendant  Other \_\_\_\_\_

### Copy Instructions

### RECORD TYPE CODE

M=MEDICAL B=MEDICAL BILLS S=SIGN IN SHEETS X=DUP.X-RAYS  
E=EMPLOYMENT I=INSURANCE A=ACADEMIC D=DENTAL  
K=PSYCHIATRIC R=PATHOLOGY  OTHER (SPECIFY)  
Y=SPECIFIC DATES ONLY