



# Attorney's Diversified Services

## COURT FILING INSTRUCTIONS

COMPLETE ONE INSTRUCTION SHEET PER SET OF DOCUMENTS

**Corporate Office**  
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Fax (209) 948-0806

**Ventura**  
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(805) 644-8014  
Fax (805) 658-6336

**Requesting Firm:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Attorney:** \_\_\_\_\_ **ADS Account #:** \_\_\_\_\_  
**Secretary:** \_\_\_\_\_ **Atty. Bar #:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Bill To:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Bill Attention:** \_\_\_\_\_  
**Bill To File/Claim No.:** \_\_\_\_\_

### FILE THE FOLLOWING DOCUMENTS AS INDICATED BELOW: Please Provide Proper Filing Fees

**Case Title:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_ **Internal File No.:** \_\_\_\_\_

Sup.-ltd    Sup. Un-ltd    USDC    USBC    WCAB    Recorder    Other \_\_\_\_\_

**County/District:** \_\_\_\_\_

File & Conform (List Documents) \_\_\_\_\_

Fees Attached: \$ \_\_\_\_\_

Obtain Judge's Signature

Send to Dept. # \_\_\_\_\_

Pick Up Court Forms (Specify Below)

Call when complete\*

RUSH\*      **Complete By: Date** \_\_\_\_\_ **Time** \_\_\_\_\_

\*Extra charge may apply

### SPECIAL INSTRUCTIONS:

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\_\_\_\_\_  
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PLEASE SEND ME MORE FORMS

### ADS USE ONLY: