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website: www.la-imaging.com

ORDER FORM

LOPEZ & ASSOCIATES

A Professional Photocopy & Process Services Company
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Request Date: _____
Due Date: _____
MSC/TRIAL DATE: _____
Email: support@la-imaging.com

Request Type:
- [x] Workers' Compensation
- [ ] Civil / Personal Injury
- [ ] Social Security
- [ ] Other: _____

RECORDS OF:

Name: _____ Social Security No: _____
AKA Name: _____ Birth Date: _____
Injury Date(s): _____ Party Type: _____

REQUESTOR:

Firm: _____
Attorney: _____ BarNo: _____
Address: _____ Contact: _____
City/State/Zip: _____
Represents: _____ PhoneNo: _____
Name: _____ FileNo: _____

CASE INFORMATION:

Workers' Compensation cases must have a filed Application for Adjudication with the WCAB or an assigned Case Number for Injury(s) after 1994.

CASE NO: _____
APPLICANT/PLANTIFF: _____
DEFENDANT(S)/EMPLOYER: _____

BILLING INFORMATION:

BillTo: Carrier: [x] Requestor: [ ]
Firm/Carrier: _____ Adjustor: _____
Address: _____ Phone: _____
City/State/Zip: _____ Claim No: _____
Insured/Employer: _____ Additional Billing Parties Attached: [ ]

OPPOSING COUNSEL INFORMATION:

Please list all parties in an attachment!

Firm: _____ Attorney: _____
Address: _____ Phone: _____
City/State/Zip: _____ Represents: _____

DELIVERY INSTRUCTIONS:

Name: _____ Requestor: [x] Other: [ ] *(Please list delivery instructions)*
Address: _____ Instructions/Dates: Set(s): _____
City/State/Zip: _____
Attention: _____

COPY/SERVE LOCATIONS:

Type of Records		Location/Name • Address • City • State • Zip	Telephone No
_____	[ ]	_____	_____
_____	[ ]	_____	_____
_____	[ ]	_____	_____
_____	[ ]	_____	_____
_____	[ ]	_____	_____
_____	[ ]	_____	_____
_____	[ ]	_____	_____

Special Instructions: *Copy Records From:* _____ [ ] *to* _____

This request serves as an assignment to Lopez & Associates, Inc as legal agent and deposition officer in the above entitled case for the issuance of subpoena(s) and/or authorization(s) for service of process and/or reproduction of documents. Requestor acknowledges by submission of request financial responsibility until any and all invoices associated with this assignment is paid in full. Terms associated with all invoices are payable within (30) thirty days without written contract.