Process Server Website Order Form Checklist

- ☐ [Download Gravity Forms](#)
- ☐ Upload Gravity Forms
- ☐ Activate Gravity Forms w/code
- ☐ Create New Form
- ☐ Form Name
- ☐ Form Description
- ☐ Text Field - Firm/Business Name*
  (List your first and last name if not a firm)
- ☐ Name Field
- ☐ Email field
- ☐ Single Line Text Field – Referred by. Provide the name of the person that referred you.
- ☐ Checkboxes – Type of Service
- ☐ Single Line Text Field – Case Number
- ☐ Single Line Text Field – Plaintiff
- ☐ Single Line Text Field - Defendant
- ☐ Single Line Text Field – Recipient(s)
- ☐ Single Line Text Field – Recipient(s) Description

- ☐ Address – Recipient(s) Address For Service of Process
- ☐ List – Title of Documents Being Served
- ☐ Single Line Text Field – Court Name
- ☐ Single Line Text Field – Court County
- ☐ Paragraph Text – Service Instructions
- ☐ Address – Client/Firm Address
- ☐ Radio buttons – Documents Being Served Via (Document Upload, Fax, Email)
- ☐ Captcha

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