



1. Complete form
2. Save it to your desktop
3. Email as an attachment to records@kusar.com

800.282.3376 / records@kusar.com

www.kusar.com

CASE NAME:	<input type="text"/>	DATE:	<input type="text"/>
CASE NO.:	<input type="text"/>		
COURT	<input type="text"/>		
DEPT/DIV	<input type="text"/>		

COURT SERVICES	FIRM: <input style="width: 100%; height: 50px;" type="text"/>		
FIRM & CASE INFO	ATTY /SECTY <input style="width: 150px;" type="text"/>	DOCUMENTS TO FILE	TOTAL PGS <input style="width: 80px;" type="text"/>
IMPORTANT DATES	YOUR FILE NO. <input style="width: 150px;" type="text"/>	<input style="width: 100%; height: 100px;" type="text"/>	
	LAST DAY TO FILE <input style="width: 150px;" type="text"/>		
	EXPEDITE & RETURN BY <input style="width: 150px;" type="text"/>		
	HEARING SET FOR <input style="width: 100px;" type="text"/> AT <input style="width: 150px;" type="text"/>		
FEES	FEES <input style="width: 100px;" type="text"/>	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ADVANCE
	DEFENDANT/RESPONDENT APPEARANCE FEE PAID?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
			DATE PAID: <input style="width: 100px;" type="text"/>
SERVICE NEEDED	<input type="checkbox"/> RUSH	<input type="checkbox"/> SAME DAY	<input type="checkbox"/> NEXT DAY
	<input type="checkbox"/> FILE & CONFORM	<input type="checkbox"/> OPPOSING COUNSEL	<input type="checkbox"/> POS
			<input type="checkbox"/> FILING
			<input type="checkbox"/> RESEARCH
SPECIAL INSTRUCTIONS	<input style="width: 100%; height: 40px;" type="text"/>		

OFFICE USE ONLY

STATUS REPORT		BASE CHARGE	
		RESEARCH	
		RETURN	
		WAITING TIME	
		ADVANCE COSTS	
		FEE ADVANCE %	
		OTHER	
		TOTAL	