

Short Name	Long Name	Descriptions
ASP	ASAP	Car delivery – deliver within 1 hour
RSH	RUSH	Car delivery – deliver within 2 hour
REG	REGULAR	Car delivery – deliver within 3-4 hours
SPC	SPECIAL	Car delivery – deliver immediately or with special circumstances
PDF	PDF/DEL	PDF Courtesy copies going to a FEDERAL court ONLY
FED	FEDEFIL	PDF Filings going to San Diego Superior Court ONLY
FAX	PDF_ND	PDF filing to be filed the following day or on a next day in a First Legal civic center court
FAX	PDFRUSH	PDF filing to be filed ASAP in a First Legal civic center court
CNT	CONTRCT	Special use only
SDF	SDFILE	Court run filings to be driven and filed same day
NDF	NDFILE	Court run filings to be driven and filed next day
FAX	FAXFILE	PDF filing to be filed by the end of the day in a First Legal civic center court
CSV	CRTSERV	Court run work in the LA civic center to be done either same or next day
BIL	BILLING	For Billing use only – usually to rebill missed Advanced Fees
ARS	ASPRSCH	Local courts, to be done on an ASAP basis
SRS	SDRSCH	Local courts, to be done on a Same Day basis
NRS	NDRSCH	Local courts, to be done on a Next Day basis
FOL	FOLLWUP	Used to Follow up on documents usually being dropped off at the court (Lodged/Received)
SDP	SD_SOP	Service of Process to be attempted by the close of business or attempted that night if a residence; an attempt will be made every day thereafter until client states otherwise.
NDP	ND_SOP	Service of Process to be attempted by the following business day, or attempted the following night if a residence; an attempt will be made every other day thereafter, but billed in sets of three
3DP	3DAYSOP	Service of Process to be attempted with in 3-4 days, and every 3-4 days thereafter, billed in sets of three
BSD	BRSDSOP	Service of Process to be attempted by the close of business or attempted that night if a residence, by a Branch FL Office; an attempt will be made every day thereafter until client states otherwise
BND	BRNDSOP	Service of Process to be attempted by the following business day, or attempted the following night if a residence by an FLN branch Office; an attempt will be made every other day thereafter, but billed in sets of three
B3D	BR3DSOP	Service of Process to be attempted with in 3-4 days, and every 3-4 days thereafter, by an FLN branch office billed in sets of three
IMP	IMM_SOP	Service of Process to be attempted immediately, or with special arrangements; an attempt will be made every day thereafter until client states otherwise
BIM	BRIMSOP	Service of Process to be attempted immediately, or with special arrangements, by an FLN branch office; an attempt will be made every day thereafter until client states otherwise
WRT	WRITLVY	Levy service type; special use only
NOT	NOTARY	Notary work
FNF	FNDFILE	For overnighting a filing to an affiliate to file the following day
FSR	FSDRSCH	Same Day research handled by an affiliate

FNR	FNDRSCH	Next Day research handled by an affiliate
FSP	FSD_SOP	Same Day service of process handled by an affiliate
FNP	FND_SOP	Next Day service of process handled by an affiliate
FSM	FSDMESS	Same Day delivery handled by an affiliate
FNM	FNDMESS	Next Day delivery handled by an affiliate
FFX	FFAXFIL	Fax/PDF filing handled by an affiliate, to be filed on a same day basis
FFX	FPDFRSH	Fax/PDF filing handled by an affiliate to be filed ASAP or immediately
FFX	FPDF_ND	Fax/PDF filing handled by an affiliate, to be filed on a next day basis
BFX	BPDF_ND	Fax/PDF filing handled by any FLN office and going to a branch court, to be filed on a next day basis
BFX	BPDFRSH	Fax/PDF filing handled by any FLN office and going to a branch court, to be filed on a rush basis
BFX	BFAXFIL	Fax/PDF filing handled by any FLN office and going to a branch court, to be filed on a same day basis
BFL	BRFILE	Next day filing to be pouched to a FL office
BAR	BASRSCH	Court research handled by a Branch FLN office on an ASAP basis
BNR	BNDRSCH	Court research handled by a Branch FLN offices on a Next Day basis
BSM	BSDMESS	Delivery either emailed or pouched for delivery on a Same day basis
BNM	BNDMESS	Delivery either emailed or pouched for delivery on a next day basis
ASP	ASPBIKE	Bike Delivery – deliver within 1 hour
RSH	RSHBIKE	Bike Delivery – deliver within 2 hours
REG	REGBIKE	Bike Delivery – deliver within 3-4 hours
SPC	SPCBIKE	Bike delivery – deliver immediately or with special circumstances
ASF	ASPFLBK	Court filing on a bike – file within 1 hour
RSF	RSHFLBK	Court filing on a bike – file within 2 hours
REF	REGFLBK	Court filing on a bike – file within 3-4 hours
SPF	SPCFLBK	Court filing – on a bike File immediately
ASF	ASAPFIL	Court filing in a car – file within 1 hour
RSF	RUSHFIL	Court filing in a car – file within 2 hours
REF	REGFIL	Court filing in a car – file within 3-4 hours
SPF	SPECFIL	Court filing – in a car File immediately
RDS	RUSHDSV	Opposing counsel service within 2 hours
SDS	SPCDRSV	Opposing counsel service immediately
ADS	ASAPDSV	Opposing counsel service within 1 hour
RDS	REGDSV	Opposing counsel service within 3-4 hours
PPU	PROC_PU	To pick up a Service of Process job from the field; rarely used in LA
CSD	COURTSD	Client facing service types for Court Run work, See service type 10
CND	COURTND	Client facing service types for Court Run work, See service type 11
SPJ	SPCPROJ	Special use only
SPJ	SPJFILE	Special use only
ESV	E-SERVE	Eservice request, only used in efilng
EFL	E-FILE	efiling requests
ML	MAIL	For scheduled Mail Runs
PCH	POUCH-S	Scheduled Pouch runs
BNK	BANK	Scheduled Bank runs
OVR	OVRNGHT	Scheduled UPS/FedEx runs

RET	SAMEDAY	Used as a round trip service type, when the return only needs to be back by the end of business rather than "on-demand"
ERT	EML RET	Used when conformed copies from an on-demand order need to be returned via e-mail
MLG	MILES	For quoting orders; special use only