



eMAX DISCOVERY
 1206 E. 17th Street, Suite 202 Santa Ana, CA 92701
 Phone:(714)380-6838 Fax:(714)380-6839
orders@emaxdiscovery.com

ORDER DATE:

RUSH SERVICE

DUE DATE:

RECORDS REQUEST FORM

ADD TO EXISTING ORDER #:

A. REQUESTER

FIRM NAME:		ATTORNEY:	
STREET:			
CITY:	STATE:	ZIP:	
PHONE:	FAX:	EMAIL:	
CONTACT:	AUTHORIZING SIGNATURE:	PRINT NAME:	

B. CLAIMANT INFORMATION

C. INSURANCE / BILLING

NAME:		CARRIER:	
AKA:		CLAIM#:	
DOB:	SSN:	STREET:	
CASE #	DOI:	CITY:	STATE: ZIP:
STREET:		PHONE:	FAX:
CITY:		ADJUSTER:	ADJUSTER CONTACT:
STATE:	ZIP:	DEFENSE ATTORNEY:	
REQUEST RECORDS FROM INSURANCE CARRIER			

D. EMPLOYER INFORMATION

COMPANY:		SUBSIDIARY		PARENT CO.		DBA:	
STREET:				CITY:			
STATE:	ZIP:	PHONE:	FAX:	EMAIL:			
REQUEST RECORDS FROM EMPLOYER							

E. DELIVERY

F. NOTES / INSTRUCTIONS

FORMAT:	PAPER	ELECTRONIC	COPIES:	NOTES / ADDITIONAL INSTRUCTIONS:
DELIVERY ADDRESS		SAME AS REQUESTER		
STREET:				
CITY:	STATE:	ZIP:		

G. LOCATIONS

1. NAME:				2. NAME:			
STREET:				STREET:			
CITY:	STATE:	ZIP:		CITY:	STATE:	ZIP:	
PHONE:	FAX:			PHONE:	FAX:		
CONTACT:				CONTACT:			
EMAIL:		RECORD TYPE:		EMAIL:		RECORD TYPE:	



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LOCATIONS

3. NAME: STREET: CITY: STATE: ZIP: PHONE: FAX: CONTACT: EMAIL: RECORD TYPE:	4. NAME: STREET: CITY: STATE: ZIP: PHONE: FAX: CONTACT: EMAIL: RECORD TYPE:
5. NAME: STREET: CITY: STATE: ZIP: PHONE: FAX: CONTACT: EMAIL: RECORD TYPE:	6. NAME: STREET: CITY: STATE: ZIP: PHONE: FAX: CONTACT: EMAIL: RECORD TYPE:
7. NAME: STREET: CITY: STATE: ZIP: PHONE: FAX: CONTACT: EMAIL: RECORD TYPE:	8. NAME: STREET: CITY: STATE: ZIP: PHONE: FAX: CONTACT: EMAIL: RECORD TYPE:
9. NAME: STREET: CITY: STATE: ZIP: PHONE: FAX: CONTACT: EMAIL: RECORD TYPE:	10. NAME: STREET: CITY: STATE: ZIP: PHONE: FAX: CONTACT: EMAIL: RECORD TYPE:
11. NAME: STREET: CITY: STATE: ZIP: PHONE: FAX: CONTACT: EMAIL: RECORD TYPE:	12. NAME: STREET: CITY: STATE: ZIP: PHONE: FAX: CONTACT: EMAIL: RECORD TYPE:

Please fill out this form, must include authorizing signature, and send by email to orders@emaxdiscovery.com or by fax to (714)380-6839. If you have any questions or need assistance please call our office at (714)380-6838.