



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 PERSON: CONTACT EMAIL/PHONE:

B. CLAIMANT INFORMATION

NAME:
 AKA:
 DOB: SSN:
 DOI:
 STREET:
 CITY:
 STATE: ZIP:
 CASE #

C. INSURANCE / BILLING

CARRIER:
 CLAIM#:
 STREET:
 CITY: STATE: ZIP:
 PHONE: FAX:
 ADJUSTER: ADJUSTER CONTACT:
 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

FORMAT: PAPER ELECTRONIC COPIES:
 DELIVERY ADDRESS SAME AS REQUESTER
 STREET:
 CITY: STATE: ZIP:

F. NOTES / INSTRUCTIONS

NOTES / ADDITIONAL INSTRUCTIONS:

G. LOCATIONS

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

2. NAME:
 STREET:
 CITY: STATE: ZIP:
 PHONE: FAX:
 CONTACT:
 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 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.