



GPS SERVICE LOG

Document Service Attempt Locations with Coordinates

1. CASE INFORMATION

Case #: _____ Date: _____

Client: _____

Recipient Name: _____

Service Address: _____

City: _____ State: _____

Server Name: _____ License #: _____

2. GPS LOG ENTRIES

Entry #	Date	Time	Latitude	Longitude	Address / Location	Activity	Photo Ref	Notes
1	_____	_____	_____	_____	_____	<input type="checkbox"/> Attempt <input type="checkbox"/> Service <input type="checkbox"/> Research <input type="checkbox"/> Other	_____	_____
2	_____	_____	_____	_____	_____	<input type="checkbox"/> Attempt <input type="checkbox"/> Service <input type="checkbox"/> Research <input type="checkbox"/> Other	_____	_____
3	_____	_____	_____	_____	_____	<input type="checkbox"/> Attempt <input type="checkbox"/> Service <input type="checkbox"/> Research <input type="checkbox"/> Other	_____	_____
4	_____	_____	_____	_____	_____	<input type="checkbox"/> Attempt <input type="checkbox"/> Service <input type="checkbox"/> Research <input type="checkbox"/> Other	_____	_____
5	_____	_____	_____	_____	_____	<input type="checkbox"/> Attempt <input type="checkbox"/> Service <input type="checkbox"/> Research <input type="checkbox"/> Other	_____	_____
6	_____	_____	_____	_____	_____	<input type="checkbox"/> Attempt <input type="checkbox"/> Service <input type="checkbox"/> Research <input type="checkbox"/> Other	_____	_____
7	_____	_____	_____	_____	_____	<input type="checkbox"/> Attempt	_____	_____



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Entry #	Date	Time	Latitude	Longitude	Address / Location	Activity	Photo Ref	Notes
			-	-		<input type="checkbox"/> Service <input type="checkbox"/> Research <input type="checkbox"/> Other		
8	_____	_____	_____	_____	_____	<input type="checkbox"/> Attempt <input type="checkbox"/> Service <input type="checkbox"/> Research <input type="checkbox"/> Other	_____	_____

3. MAP REFERENCE & AREA NOTES

Directions from major intersection:	_____
Landmarks near service address:	_____
Gate / access codes:	_____
Parking notes:	_____
Rough sketch area (draw below):	[Use the space below for a hand-drawn map sketch]

4. GPS DEVICE INFORMATION

Device / app used:	_____
Accuracy level (meters):	_____
Timestamp format (UTC / local):	_____

5. CERTIFICATION

I certify that the GPS coordinates listed above accurately reflect the locations where I attempted/served process on _____.

The information provided is true and correct to the best of my knowledge. I understand that inaccurate location data may affect the validity of service.

Signature of Process Server

Date: _____



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License #: _____

6. INSTRUCTIONS FOR USE

How to use your phone GPS:

1. Open your GPS app before you arrive at the location.
2. Wait for the accuracy reading to show 10 meters or less.
3. Take a screenshot or write down the coordinates.
4. Record the coordinates in this log right away.

Recommended apps:

- Google Maps (free, shows coordinates in decimal degrees)
- Apple Maps (built into iPhones)
- GPS Coordinates app (simple, works offline)
- Verify with the court if a specific app is required in your area

Best practices for accuracy:

- Record GPS data at each stop, even if no one is home.
- Take a photo of the location with your phone (shows embedded GPS).
- Write down what you see (gate color, cars, lights on).
- Always log the date and time with each coordinate.

When GPS logging matters most:

- The recipient may challenge service in court.
- The case involves a hard-to-find person.
- You need to show multiple service attempts.
- The judge asks for proof of service location.
- Verify with the court about GPS requirements in your area.

Not a law firm. This document provides procedural information only.

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