

DIRECTIONS TO SHERIFF FOR SERVICE

ACTION: _____ **VS.** _____ **#:** _____
 PETITIONER/PLAINTIFF RESPONENT/DEFENDANT CASE NUMBER

DOCUMENTS TO SERVE: ___NOTICE ___GARNISHMENT ___ORDER ___SUBPOENA ___WRIT
 ___OTHER _____

PERSON TO BE SERVED: _____

ADDRESS: _____ **PHONES:** _____

EMPLOYMENT (IF KNOWN): _____ **HOURS:** _____

EMPLOYMENT ADDRESS (IF KNOWN): _____

OTHER INFORMATION THAT MAY HELP IN SERVICE: _____

IF GARNISHING: IS THIS A CONSUMER CREDIT TRANSACTION? ___ Yes ___ No

PERSON REQUESTING SERVICE: _____

ADDRESS: _____

TELEPHONE: _____

ADVANCE FEES: _____ **CASH / CHECK #** _____

DATE RECEIVED AT SHERIFF’S OFFICE: _____