

DOUGLAS COUNTY SHERIFF'S OFFICE – CIVIL PROCESS INFORMATION SHEET

- ✓ This form is strictly for the purpose of assisting the deputy in serving an individual.
- ✓ Include this sheet along with payment or fees or a Waiver of Fees from the court.
- ✓ Payment may be in the form of cash, check or money order payable to D.C. Sheriff's Office.
- ✓ **Fees for paper service are generally \$65 for city service and \$75 for county service, which includes 3 attempts and mileage. Please see fee schedule.**
- ✓ FILL OUT ONE SHEET PER PERSON BEING SERVED. The more information we have, the greater the chance of a successful service. **ADDRESSES MUST BE PROVIDED.**

Douglas County Sheriff's Office Deputies provide diligent service, which is three attempts at serving an individual. If attempts beyond diligent service are requested, a charge of \$20 per attempt will be billed. A request of this level must be made at the time of service.

_____ Three attempts ONLY
_____ # of additional attempts authorized @ \$20 per attempt

Person requesting service _____ Date of Birth _____
Mailing Address: _____
City/State/Zip: _____ Phone: _____

Person being served: _____ Date of Birth/Age _____
Address: _____
Alternative address (D.C. only) _____
Telephone numbers (Home) _____ (Cell) _____
Physical Description: Male/Female Race: _____ Height: _____ Weight: _____ Hair color: _____
Eye color: _____ Other info (tattoos, glasses, etc.): _____
Vehicle: Year: _____ Make: _____ Model: _____ Color: _____ Plate#: _____
Any other info: _____
Violent behavior or other concerns: _____
Firearms or Weapons: _____
Best time to serve: _____ Work schedule _____

Do not write below this line

SPILLMAN NOTES: