

# 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 \$60 for city service and \$70 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.**

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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

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

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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

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SPILLMAN NOTES: