

DOUGLAS COUNTY SHERIFF'S OFFICE
CIVIL PROCESS INFORMATION SHEET

Received By: _____

- * List any of the following information you may have on the defendant, if unknown leave space blank.
- * Address for service **MUST** be in Douglas County. Please print clearly and use a separate form for each person to be served.

PERSON TO BE SERVED _____		
HOME ADDRESS _____	CITY _____	ZIP _____
BEST TIME TO SERVE _____		
TELEPHONE NUMBERS (H) _____	(W) _____	(C) _____
WORK ADDRESS _____	CITY _____	ZIP _____
COMPANY NAME _____		
WORK HOURS (BEST TIME TO SERVE) _____		
ALTERNATE ADDRESS (friend, family, or job site) _____		
RACE _____	M F	DATE OF BIRTH OR APPROX. AGE _____
HEIGHT _____	WEIGHT _____	EYES _____ HAIR _____
BEARD? _____ MUSTACHE? _____		
TYPE OF VEHICLE _____	LICENSE PLATE NUMBER _____	
COLOR _____	YEAR _____	ANY WARRANTS? _____
ANY KNOWN WEAPONS? _____ IS PERSON USING DRUGS OR ALCOHOL? _____		

ADDITIONAL INFORMATION OR SPECIAL INSTRUCTIONS FOR SERVICE OF PROCESS:

YOUR NAME FOR RETURN OF SERVICE _____ **DOB** _____

EMAIL ADDRESS _____

(IF THE NAME ABOVE IS A COMPANY, LIST A CONTACT NAME) _____

YOUR ADDRESS FOR RETURN _____

YOUR CITY _____ STATE _____ ZIP _____

YOUR TELEPHONE NUMBERS (H) _____ (W) _____ (C) _____

INDICATE YOUR PREFERENCE FOR RETURN OF SERVICE: HOLD FOR PICKUP? _____ MAIL? _____ EMAIL? _____

<p>TEMPORARY PROTECTION ORDERS ONLY</p> <p>DO YOU WANT TO BE CALLED WHEN ORDER IS SERVED? YES _____ NO _____ PHONE NUMBER TO CALL _____</p> <p>IS PERSON TO BE REMOVED FROM HOME? YES _____ NO _____</p> <p>If yes, the court may have awarded the person a 15-minute civil assist with law enforcement to obtain undisputed items of a personal nature. If the person is served at the home, this will be done at the time of service. If served away from the home the civil assist may need to be scheduled at a later time.</p> <p>DO YOU WISH TO BE PRESENT DURING THE CIVIL ASSIST? YES _____ NO _____</p>
