

Campbell County Sheriff's Office

Civil Process Worksheet

\$50.00 service fee for first three (3) attempts per defendant listed

\$10.00 service fee per attempt after the initial three (3)

The \$50.00 service fee is due at the time of the service request. You may be billed for any attempts after the initial three (3) attempts.

NO PERSONAL CHECKS ACCEPTED

Please complete the following information to help us better serve you.

Today's Date _____ Time _____

Your Name _____

Mailing Address _____ Phone _____

Company (if applies) _____ Contact Person _____

Company Address _____ Phone _____

____ (initial) Please make more than three (3) attempts of service on the civil service request. I understand I will be billed \$10.00 for any attempts after the initial three.

____ (initial) Do **not** attempt more than three (3) service attempts.

SERVICE INFORMATION

Name(s) _____ Phone _____

Home Address _____

Employer _____ Address _____

Best Time of Day to Serve _____

Comments _____

PLEASE NOTE

The Return of Service will be mailed to the above mailing address you have indicated.

If this is a *Notice to Vacate*, the paper will be posted on the door of the residence the defendant is being evicted.

The Campbell County Sheriff's Office cannot give legal advice. Parties should seek legal advice to determine appropriate procedure and forms to use.