

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 \_\_\_\_\_ 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? \_\_\_\_\_

**TEMPORARY PROTECTION ORDERS ONLY**

DO YOU WANT TO BE CALLED WHEN ORDER IS SERVED? YES \_\_\_\_\_ NO \_\_\_\_\_ PHONE NUMBER TO CALL \_\_\_\_\_

IS PERSON TO BE REMOVED FROM HOME? YES \_\_\_\_\_ NO \_\_\_\_\_

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.

DO YOU WISH TO BE PRESENT DURING THE CIVIL ASSIST? YES \_\_\_\_\_ NO \_\_\_\_\_