

**ELK COUNTY SHERIFF'S OFFICE
SERVICE SHEET**

Docket #: _____

Date Sent: _____

Plaintiff Information:

Plaintiff's Attorney Information:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Defendant 1 Information:

Defendant 2 Information:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Employer: _____

Employer: _____

D.O.B. _____

D.O.B. _____

SERVICE INSTRUCTIONS:

Serve by Normal Service
(Defendant or Adult-in-Charge)

Serve by Certified Mail, Return Receipt

Serve by PERSONAL Service Only

See additional forms for additional defendants

Serve by Posting Only (include Court Order for Posting)

Serve Owner of Business: _____
(Company Name)

(Name, Title)

Attempt at additional address: _____

Other: _____
