

INFORMATION FOR SERVICE OF PROCESS

INSTRUCTIONS

Please complete the following items respecting the opposing party (i.e. spouse, ex-spouse, etc.). If you have a picture of this individual, please leave it with our office. We cannot guarantee the return of photos. The following information will only be used in the event that it is necessary for the process server to serve the papers to your opponent. Please complete this information even though you do not wish to have papers served at this time. Unless the attorney has indicated otherwise, DO NOT TELL OUR OPPONENT THAT HE OR SHE IS ABOUT TO BE SERVED. Failure to comply with these instructions may result in the attorney and process server being unable to rapidly and effectively protect you and your rights. It further may cost you additional service fees and attorney's fees.

FULL NAME: _____ HIS/HER AGE: _____

NICKNAMES: _____

PLACE OF EMPLOYMENT: _____ POSITION: _____

ADDRESS: _____

DAYS AND HOURS WORKED: _____

PLACE OF RESIDENCE: _____

DAYS AND HOURS MOST LIKELY TO FIND THERE: _____

VEHICLE DRIVEN: MAKE _____ MODEL _____

LICENSE NUMBER _____ TOP COLOR _____ BODY COLOR _____

PHYSICAL DESCRIPTION: HEIGHT _____ WEIGHT _____

HAIR COLOR: _____ HAIR LENGTH: _____ EYES: _____

BUILD: Slim, medium, heavy (circle one)

OTHER: List any other physical characteristics, identifying marks, favorite locations that may help us locate your opponent for service. Please note anything unusual regarding the vehicle driven by the person to be served (tinted windows, bumper stickers, radio/cellular phone antennae, body damage, etc.): _____

Will this individual evade service of process? _____ yes _____ no

Do you consider this person to be potentially dangerous to the process server? _____ yes _____ no

Telephone number where we may reach you for further information: _____/_____.