



Sheriff Richard A. Reigenborn

# CIVIL SERVICE INFORMATION SHEET

**All ADDRESSES FOR SERVICE MUST BE IN ADAMS COUNTY**

**Civil Unit Hours (Excluding Holidays and Weekends)**  
**Monday - Friday**  
**Office Hours: 8:00 AM - 4:45 PM**  
**For Service: 8:00 AM - 5:00 PM**

Please provide as much information as possible, **ALL RED BOXES ARE REQUIRED INFORMATION**

Your Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
First Middle Last Suffix

Address: \_\_\_\_\_ Apt. \_\_\_\_\_  
Street City State Zip Code

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_

Defendant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
First Middle Last Suffix

Home Address: \_\_\_\_\_ Apt. \_\_\_\_\_  
Street City State Zip Code

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_ Best Time to Serve: \_\_\_\_\_

Work Name: \_\_\_\_\_ Work Address: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Vehicle Information: Make \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Type: \_\_\_\_\_

Your Relationship to the Defendant: \_\_\_\_\_

Does the Defendant know were serving them this Order? \_\_\_\_\_

Does the Defendant currently have warrants for their arrest? \_\_\_\_\_

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# CIVIL SERVICE INFORMATION SHEET

*continued*

CONFIDENTIAL

Your information for the RETURN of SERVICE

CONFIDENTIAL

Attorney/ Plaintiff: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Additional Information:

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**Although every effort is made to serve Court Orders in a reasonable amount of time, we cannot guarantee the service of all papers.**

**Any questions in regards to the service of your order, please contact the deputy assigned to your case. Please allow 24 to 48 business hours before contacting your assigned deputy.**

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**All Returns of Services will be sent electronically, if you do not have access to a printer please let us know. Only at your request will it be mailed to you.**

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