



# SHERIFF

## ADAMS COUNTY

SHERIFF GENE R. CLAPS

### 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 FIELDS MARKED WITH AN ASTERISK AND A RED BOX ARE REQUIRED INFORMATION**

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

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

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

E-Mail\*: \_\_\_\_\_

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

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

Home Phone Number\*: \_\_\_\_\_ Cell Phone Number\*: \_\_\_\_\_ 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 we're 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 service 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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