



## **CHECKLIST FOR CIVIL PROCESS SERVICE**

*All of the items below must be included for any civil process service requests*

- SERVICE FEE, PAID IN ADVANCE SEE FEE SCHEDULE.  
Must be cash, business check, cashier's check or money order.
- LETTER OF INSTRUCTIONS/PRAECIPE- The sheriff's Office cannot act on verbal instructions. A praecipe must be filled out; you will find one below.
- PAPERWORK TO BE SERVED- Originals stamped by courts are needed. We will need the appropriate number of copies for each defendant being served.
- ADDRESSED/STAMPED ENVELOPE- For returning Affidavit of Service and Original documents.

IN THE \_\_\_\_\_ COURT OF THE STATE OF \_\_\_\_\_ IN AND FOR THE  
COUNTY OF \_\_\_\_\_



\_\_\_\_\_

PLAINTIFF(S)/PETITIONER

V.S.

\_\_\_\_\_

DEFENDANT(S)/RESPONDENT

**PRAECIPE**  
**LETTER OF**  
**INSTRUCTION**

TO THE SHERIFF OF LEWIS AND CLARK COUNTY:

YOU WILL PLEASE MAKE SERVICE IN THE ABOVE ENTITLED CAUSE AS FOLLOWS,  
TO WIT:

Explain below: All documents to be served, the individual(s) needing to be served, where we can locate individual(s) to serve-ie: home address, work address, phone #s, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am aware that the Sheriff is unable to act without written instruction, nor are we able to act upon oral instructions. Any supplemental instructions, amendments, and/or cancellations must be received in writing.

\_\_\_\_\_  
SIGNATURE                      DATED

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone

Money Received: _____
-----------------------