



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:

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.

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.
