

JEFFERSON COUNTY SHERIFF'S OFFICE

PROCESS SERVICE – MANDATORY INTAKE SHEET – DATA FORM

PLEASE REVIEW THE INFORMATION ON THE REVERSE SIDE OF THIS SHEET BEFORE DECIDING TO HIRE THE SHERIFF'S OFFICE TO SERVE PROCESS ON YOUR BEHALF

SERVICE INFORMATION

PLEASE FILL OUT THE FOLLOWING INFORMATION, TO THE BEST OF YOUR KNOWLEDGE.
INCOMPLETE DATA MAY PREVENT OR DELAY SERVICE OF YOUR PAPERS.

Case Title: _____ v. _____
Plaintiff / Petitioner *Defendant / Respondent*

Court Name: _____ Court Case #: _____

Court Date: _____ Serve-By Date: _____

Document(s) to be Served (list all): _____

Types of Service Authorized (circle): PERSONAL ONLY Substitute with Co-Resident Posting

INFORMATION ON THE PERSON TO BE SERVED (SERVEE)

Full Name of Servee: _____ D.O.B.: _____

Description of Servee: Sex: _____ Race: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Home/Physical Address: _____ Home Phone: _____

Work Location / Info: _____ Cell Phone: _____

Other Addresses: _____ Other Phone: _____

Known Vehicles: _____

Best Times / Locations for Service: _____

Possible Hazards (circle): Guns Knives Dogs Substance Abuse Mental Illness Violent History Threats

CUSTOMER INFORMATION (Contact Persons for Proof of Service / Questions / Billing)

Primary Contact: _____ Cell Phone: _____

Mailing Address: _____ Phone: _____

Email Address: _____ Fax: _____

Alternate Contact(s): _____

Please Sign and Date Below. Your signature indicates you have read and understood the information on the back of this sheet, and wish to hire this office to attempt service of your documents; your signature further indicates that the information you have provided us is accurate to the best of your knowledge.

Signature

Date

CIVIL OFFICE CASE # _____

CIVIL SERVE RECEIPT # _____

JEFFERSON COUNTY SHERIFF'S OFFICE

PROCESS SERVICE – MANDATORY INTAKE SHEET – INFORMATION

Notices Regarding Service:

The Jefferson County Sheriff's Office (JCSO) Civil Office may be hired to serve process to individuals within Jefferson County.

Before choosing to hire this office, please understand the following:

- JCSO Staff are prohibited by law from providing legal advice. (RCW 36.28.110)
- Acceptance of paperwork for service by this office does not guarantee service. There are a wide variety of circumstances that could prevent successful service. (See below for some examples)
- JCSO Deputies serve process as they have time. Emergencies, criminal calls, and other law enforcement duties take precedence over the service of process. There are times when your papers may not be served for some time due to a high volume of law enforcement activity or low staffing levels.
- You should plan to allow at least two weeks for completion of service. We understand that your paperwork may have more urgency than that, but we cannot guarantee service or frequency of service attempts.
- We will prepare and use our Return of Service form **ONLY**. For out-of-state process, if a notary is required, we can have our Return of Service notarized at additional cost to you. (\$12 per document.)

Fees and Fee Deposits:

JCSO Charges fees for the service of all process except for protective orders, temporary protective orders, and petitions for protective orders. JCSO staff are prohibited by law from waiving any portion of Sheriff's Fees (RCW 36.18.040(2)). The Civil Office can accept cash, cashier's checks, money orders, or business checks from verifiable law firms; we cannot accept debit or credit cards, or personal checks.

JCSO requires a deposit prior to accepting service. The deposit varies based on the location of the person to be served. If our fees exceed the deposit, you will be invoiced for the balance; if our fees are less than the deposit, you will be mailed a refund upon the conclusion of the services.

At a minimum, fees for service include:

SERVICE: \$30.00 for completed service on one party, or \$35.00 for completed service on multiple parties at the same location

MILEAGE: \$10.00 minimum fee for mileage, plus any additional miles traveled (calculated round-trip from JCSO offices); mileage is computed at the current IRS rate

RETURN OF SERVICE: \$10.00 per party served

CANCELLATION FEE: \$10.00 per party cancelled

Required deposits are as follows:

Port Hadlock / Chimacum / Irondale: \$60.00
Port Townsend and Cape George: \$60.00
Port Ludlow: \$70.00
Discovery Bay: \$70.00

West End Services: \$80.00
Quilcene: \$80.00
Brinnon: \$90.00

OVER/UNDER: Pursuant to Jefferson County Revenue / Cash Handling Policy & Procedures, JCSO will not issue refunds or send invoices for less than \$7.00. For example, if a case has a Fee Deposit of \$60.00 and the Sheriff incurs fees of \$66.50, we will not bill the customer for the \$6.60 owed; similarly, if a case has a Fee Deposit of \$60.00 and the Sheriff incurs fees of \$55.00, we will not refund the \$5.00.

Alternative Options for Service of Your Documents:

Anyone over the age of eighteen (18) can serve your documents, provided that person is not an interested party in the court case. The individual serving the documents will have to submit an affidavit to the court regarding the service. There may also be private process servers available who serve documents in this and other counties, whose rates may vary; JCSO cannot recommend any one process service firm over any other.