

**WASHOE COUNTY SHERIFF'S OFFICE, CIVIL SECTION
INSTRUCTION FOR SERVICE - PLEASE FILL OUT COMPLETELY**

Plaintiff (Applicant): _____

Defendant (Respondent): _____

What Type of Paper is Being Served?

- Protection Order, Notice of Hearing, Summons & Complaint, Subpoena,
 Other _____

Name of Person to be Served: _____

Other Names Used: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell or Pager: _____

Employer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Hours: _____ Days Off: _____ Position: _____

Date of Birth: _____ SSN: _____ Male or Female: _____

Race: _____ Weight: _____ Height: _____ Hair: _____

Eyes: _____ Beard: _____ Mustache: _____ Glasses: _____

Type of Vehicle: Year _____ Make _____ Style _____

Color _____ License # _____ State of Registration _____

Location of Vehicle _____ Who has keys? _____

Please give any additional information which may be helpful: (outstanding warrants, criminal record, on parole or probation, mental state, drug/alcohol problems, weapons, violent temper, places frequented, attitude towards law enforcement)

Who else lives at residence? _____

Animals in the yard or home? _____

Your Signature: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number (days): _____ Date: _____

Phone # to reach you when the order is being served: _____

THIS SECTION IS FOR APPLICANTS WITH A CHILD CUSTODY ORDER

Who has the involved child/children? _____

Where is/are the child/children? _____

Can you give us a photo of the child? _____ Is it a current photo? _____

How many people may be at the address & who? _____