

OUT OF COUNTY SERVICE CHECK LIST

1. CONSTABLE OR SHERIFF'S OFFICE NAME:

2. Constable OR SHERIFF'S OFFICE ADDRESS:

3. CONSTABLE OR SHERIFF'S SERVICE FEE AMOUNT:

4. TYPE OF PAYMENT ACCEPTED AND WHO TO MAKE CHECK/MONEY ORDER PAYABLE TO: (YOU WILL PUT THIS ON YOUR CHECK OR MONEY ORDER THAT YOU GIVE OUR OFFICE)

5. CONSTABLE OR SHERIFF'S OFFICE PHONE #:

6. SERVICE ADDRESS FOR DEFENDANT:

PLEASE KNOW THAT WITHOUT THIS INFORMATION, THE DEFENDANT MAY NOT BE ABLE TO BE SERVED AND WITHOUT SERVICE, THE CASE WOULD BE SET FOR DISMISSAL.