

# GENERAL INTAKE INFORMATION SHEET

**PRINT BILLING NAME AND MAILING ADDRESS BELOW**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

## OFFICE USE ONLY

DEPOSIT AMOUNT \_\_\_\_\_

CASH  CHECK # \_\_\_\_\_

CLERK INITIALS: \_\_\_\_\_

CIVIL PROCESS # \_\_\_\_\_

### I UNDERSTAND -

- A \$60.00 DEPOSIT IS REQUIRED ON ALL SERVICES ON ONE INDIVIDUAL, \$75.00 IF SERVING TWO INDIVIDUALS AT THE SAME ADDRESS WITH THE EXCEPTION OF WRITS OF RESTITUTION (\$100.00 AND A SEPARATE FORM) AND ORDERS OF SALE/WRIT OF EXECUTION (\$350.00 AND A SEPARATE FORM).
- THAT THE FEES COLLECTED MAY NOT COVER THE COSTS OF SERVICE OR MILEAGE, AND THAT I MAY BE BILLED IF THERE IS A BALANCE OWING.
- THAT ANY FEES PAID ARE NON-REFUNDABLE REGARDLESS OF SUCCESSFUL OR UNSUCCESSFUL SERVICE.
- THAT RETURNS FOR COURT WILL BE SENT TO ME AND TO THE APPROPRIATE COURT CLERK.

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_  
*If signed by other than the person listed above.*

## INFORMATION OF PARTY(S) TO BE SERVED

**1<sup>ST</sup> PERSON:** *If this is a business or agency, please list business information in the 1<sup>st</sup> person section and the name of the individual in charge in the 2<sup>nd</sup> person.*

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

BIRTHDATE: \_\_\_\_\_ SEX:  M  F HT \_\_\_\_\_ WT \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_ WORK HOURS: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

**2<sup>ND</sup> PERSON:** *If this is a business or agency, please list business information in the 1<sup>st</sup> person section and the name of the individual in charge in the 2<sup>nd</sup> person.*

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

BIRTHDATE: \_\_\_\_\_ SEX:  M  F HT \_\_\_\_\_ WT \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_ WORK HOURS: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

DOCUMENTS TO BE SERVED: \_\_\_\_\_ DATE TO SERVED BY: \_\_\_\_\_