

**PITKIN COUNTY SHERIFF'S OFFICE**  
**CIVIL PROCESS INFORMATION SHEET**  
(Please complete one form per person/business to be served)

**BILLING INFORMATION/PERSON REQUESTING SERVICE:**

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

BILLING/MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Colorado Law requires Sheriff's Departments to collect fees for civil process. You will be charged the posted statutory service fee, plus; mileage at a rate of \$0.50 per mile, and any other necessary processing fees. Your signature acknowledges that you are aware of this and that you will be responsible for paying all Sheriff's fees associated with this civil process. Late fees will be assessed on all statements not paid within 30 days. Our service attempts will be based on the instructions you provide, so please include all information that will assist us in successfully serving your papers. We cannot serve P.O. Boxes or addresses outside Pitkin County.

Signature: \_\_\_\_\_

**SERVICE INFORMATION:**

NAME OF PERSON/BUSINESS TO BE SERVED: \_\_\_\_\_

\_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_ WORK: \_\_\_\_\_

BUSINESS/WORK ADDRESS: \_\_\_\_\_

BEST HOURS TO CONTACT: \_\_\_\_\_

Approx. Age: \_\_\_ Sex: \_\_\_ Height: \_\_\_ Weight: \_\_\_ Hair: \_\_\_ Eyes: \_\_\_

Additional info: \_\_\_\_\_

\_\_\_\_\_