



Requirements for Service of Civil Process

A minimum of 15 days to attempt service is required.

A separate **Service Request Form** is required for each defendant and for each separate address. (i.e. Husband and wife are separate defendants, different apartment numbers or units are considered separate addresses).

Photo copies are not accepted.

A self-addressed envelope with the proper postage affixed is required per case for mailing of the Sheriff's return.

Personal Checks and cash are **NOT** permitted.