

**INFORMATION NECESSARY FOR ALL PAPERS TO BE SERVED**

**DATE RECEIVED** \_\_\_\_\_

**PERSON REQUESTING SERVICE** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**TELEPHONE NUMBER (HOME & WORK)** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**PERSON TO BE SERVED** \_\_\_\_\_

**PHYSICAL ADDRESS OF PERSON TO BE SERVED:** \_\_\_\_\_

\_\_\_\_\_

**ALTERNATE ADDRESS** \_\_\_\_\_

**TELEPHONE NUMBER (HOME & WORK)** \_\_\_\_\_

**COURT DATE** \_\_\_\_\_

**SHERIFF'S SERVICE FEES**

<b>SERVICE</b>	<b>DETERMINED BY TYPE OF DOCUMENT TO BE SERVED</b>
<b>MILEAGE</b>	<b>\$ 0.57 PER MILE, WITH A \$10.00 MINIMUM CHARGE</b>
<b>RETURN</b>	<b>\$ 20.00</b>
<b>COPIES</b>	<b>\$ 2.00 FIRST COPY / \$1.00 EACH ADDITIONAL COPY</b>

**\*\*\*WRITS OF RESTITUTION REQUIRE A DIFFERENT IN-TAKE SHEET\*\***

**TOTAL SERVICE FEES PAID** \_\_\_\_\_

**RECEIPT NUMBER** \_\_\_\_\_

**PLEASE ADD ANY ADDITIONAL INFORMATION TO AID IN SERVICE OF DOCUMENTS.  
THANK YOU.**

CHELAN COUNTY SHERIFF'S OFFICE  
CIVIL DIVISION  
509 667 6836  
(REVISED: 01/05/2016)