# CIVIL IN-TAKE FORM

## INFORMATION NECESSARY FOR ALL PAPERS TO BE SERVED

**DATE RECEIVED:** _____

**PERSON REQUESTING SERVICE/DATE OF BIRTH:** _____

**ADDRESS:** _____

**TELEPHONE NUMBER (HOME & WORK):** _____

**CONTACT PERSON:** _____

**PERSON TO BE SERVED/DATE OF BIRTH:** _____

**ADDRESS OF PERSON TO BE SERVED:** _____

**ALTERNATE ADDRESS:** _____

**TELEPHONE NUMBER (HOME & WORK):** _____

**COURT DATE:** _____

## SHERIFF'S SERVICE FEES

| | |
|---|---|
| **SERVICE** | **DETERMINED BY TYPE OF DOCUMENT TO BE SERVED** |
| **MILEAGE** | **$ 0.76 PER MILE, WITH A $20.00 MINIMUM CHARGE** |
| **RETURN** | **$ 20.00** |
| **COPIES** | **$ 2.00 FIRST COPY / $1.00 EACH ADDITIONAL COPY** |

## TOTAL SERVICE FEES PAID _____

**RECEIPT NUMBER** _____

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

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

CHELAN COUNTY SHERIFF'S OFFICE
CIVIL DIVISION
509 667 6876