



**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	\$ 0.655 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