

# Oxford County Sheriff's Office

## Service Information Form

**Service Fees** are: *Payable in Advance Per Person and Paper being served.* Also we ask for a minimum of 2 weeks before court date to have paper in hand. Anything less will result in Expedited Emergency charge of \$32.00.

Make checks and money orders payable to: **Oxford County Treasurer's Office**

### Needed to Complete Service:

1. Original Document
2. One Copy of Original Document for **each** person being served
3. For Court Covered Service Costs – Include Copy of Court Order

### Person Requesting Service:

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_  
-----

### Person(s) To be Served:

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_  
Spouse - Significant Other, Etc: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_  
Employment Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Days at Work (circle): M T W TH F Sa Su

Normal Scheduled Work Times: \_\_\_\_\_

Vehicle: Make: \_\_\_\_\_ Color: \_\_\_\_\_ Model: \_\_\_\_\_

Registration Plate #: \_\_\_\_\_ State of Reg: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you need more room for additional information, please use the back of this form.

### FOR OFFICE USE ONLY

\_\_\_\_\_ Original Docs Received \_\_\_\_\_ Return of Service Copy Only  
\_\_\_\_\_ Deposit Fees: First initial Paperwork and mileage fee