**Lawrence County Sheriff’s Office**

**Brad DeLay, Sheriff**

**240 N. Main, Suite 10, Mt. Vernon, MO 65712**

**Ph: (417) 466-2131 Fax: (417) 471-1303**

**Civil Process Service Information**

|  |  |
| --- | --- |
| **Case Header** | **Docket #** |
| **Vs** |  |

**Party to be served** (Include as much information as possible.)

|  |  |
| --- | --- |
| **Name, DOB, SS#** | **Identifiers** |
| DOB:  SSN: | Hair:Eyes:  Hgt: Wgt:  Tats/Other: |
| **Home address** Preferred service location | **Work Address** Preferred service location |
| Address:  City:  Phone:  Best time to serve: | Place:  Address:  City:  Best time to serve: |
| **Caution/Other info:** | |

**Requester/Return Info**

|  |
| --- |
| Law Firm/Business:  Contact Person:Phone: |