**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**

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