

Garrett Wiggins  
Sheriff



Doug Scherar  
Undersheriff

2025 Shield Drive, Steamboat Springs, CO 80487, Telephone 970.870.5503 FAX 970.870.5525

**CIVIL PROCESS INFORMATION SHEET**

**INFORMATION OF PERSON REQUESTING SERVICE:**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**PERSONAL INFORMATION OF PERSON TO BE SERVED:**

Name of Person or Business to be Served: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
City: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Birthdate or Approximate Age: \_\_\_\_\_ Over 18? Yes / No  
Sex: M / F Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

**Additional useful information or instructions [work hours, vehicle description, deadline for service]**

Pursuant to Colorado Revised Statutes (C.R.S.) § 30-1-116, **Officers shall collect fees in advance**, the Routt County Sheriff's Office is obligated to collect the minimum fee before serving civil process. The minimum fee is the cost of the service plus mileage for at least one trip. You will be charged the statutory rate under C.R.S. 30-1-104, **Fees of sheriff**, for each attempted service, actual service, mileage, and other necessary processing functions. Your signature below acknowledges that you will pay to the RCSO all fees associated with service of this civil process.

Civil Process # \_\_\_\_\_

Rev 4/2018

SIGNATURE

DATE