

Garrett Wiggins
Sheriff



Doug Scherar
Undersheriff

2027 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: _____
Email Address: _____ Cell 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 , i.e. work hours, vehicle de scription, deadline for service etc.:

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.

SIGNATURE

DATE

Civil Process # _____

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