

YOUR NAME \_\_\_\_\_ CONTACT PHONE NO. \_\_\_\_\_

**FAILURE TO COMPLETE THE FOLLOWING MAY DELAY SERVICE AND COULD INCUR ADDITIONAL FEES**

NAME OF RESPONDENT (OTHER PARTY): \_\_\_\_\_

NAME RESPONDENT GOES BY: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

BEST HOURS AT HOME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMPLOYER'S NAME: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

WORK HOURS: \_\_\_\_\_ .m. SHIFT: 1ST 2ND 3RD 4TH

WORK TELEPHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**PHYSICAL DESCRIPTION:**

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ AGE: \_\_\_\_\_

RACE/COLOR: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

HAIR COLOR: \_\_\_\_\_ SHORT/LONG: STRAIGHT / WAVY / CURLY

BODY BUILD: SMALL/MEDIUM/LARGE

NOTICEABLE CHARACTERISTICS: glasses / beard / mustache / scars / tattoos

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTOMOBILE DESCRIPTION:**

YEAR & MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

LICENSE NO: \_\_\_\_\_ COLOR: \_\_\_\_\_

DESCRIBE BODY DAMAGE, TINTED WINDOWS, USUAL BUMPER STICKERS, ANTENNAS:

\_\_\_\_\_  
\_\_\_\_\_

Will Respondent evade service? \_\_\_\_\_ Yes \_\_\_\_\_ No

Could the Respondent be potentially dangerous to the process server? \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO NOT DISCUSS THE POSSIBILITY OF THE RESPONDENT BEING SERVED AS THIS OFTEN ALLOWS RESPONDENT TO HIDE FROM SERVICE AND IT INCREASES COMPLICATIONS AND EXPENSE.**