

INFORMATION FOR PROCESS SERVER

**SPECIAL INSTRUCTIONS FOR SERVING OPPOSING PARTY:**

Name of Opposing Party: \_\_\_\_\_

Name Opposing Party Goes By: \_\_\_\_\_

Opposing Party's Address: \_\_\_\_\_

Apartment Complex Name / Community Name: (If Applicable): \_\_\_\_\_

Directions to Home: \_\_\_\_\_

Best Hours at Home: \_\_\_\_\_

Opposing Party's Telephone: Home \_\_\_\_\_

Cell \_\_\_\_\_

Opposing Party's Employer's Name: \_\_\_\_\_

Opposing Party's Employer's Address: \_\_\_\_\_

Opposing Party's Work Hours: \_\_\_\_\_

Opposing Party's Work Telephone: \_\_\_\_\_

**PHYSICAL DESCRIPTION:**

Height \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_ Race/Color \_\_\_\_\_

Eye Color \_\_\_\_\_

Hair Color \_\_\_\_\_ (Short or Long) (Straight/ Wavy/ Curly)

Body Build (Small/ Medium/ Large)

Noticeable Characteristics: (Glasses/Beard/Mustache/Scars/Tattoos)

Other: \_\_\_\_\_

**AUTOMOBILE DESCRIPTION:**

Year & Make: \_\_\_\_\_ Model: \_\_\_\_\_

License No.: \_\_\_\_\_ Color: \_\_\_\_\_

Describe (Body Damage, Tinted Window, Unusual Bumper Sticker and/or Antennas):

Will Opposing Party Evade Service: YES NO

Could Opposing Part Be Potentially Dangerous to the Process Server?

If Yes, Explain: \_\_\_\_\_

Any additional information that may be helpful to process server:

My Name Is: (Colley's Client): \_\_\_\_\_

My Telephone No: hm: \_\_\_\_\_ wk: \_\_\_\_\_

cell: \_\_\_\_\_ other: \_\_\_\_\_