

Instructions to law enforcement: Do not serve this form with the other papers. You may keep this form for your records or destroy it.

Instructions to the court: Do not file this form. Provide to law enforcement to help find and identify the party to be served.

Service Assistance Form
This is a Private Record (CJA 4-202.02)

Case Number		Document to be Served	
Court Address			

Information About You				Information About the Party to be Served			
<input type="checkbox"/> Plaintiff/Petitioner		<input type="checkbox"/> Defendant/Respondent		<input type="checkbox"/> Plaintiff/Petitioner		<input type="checkbox"/> Defendant/Respondent	
Name				Name			
Alias/Nickname				Alias/Nickname			
Home address, city, state, zip				Home address, city, state, zip			
Home phone				Home phone			
Best times to reach				Best times to reach			
Work name & address, city, state, zip				Work name & address, city, state, zip			
Work phone				Work phone			
Best times to reach				Best times to reach			
Cell phone				Cell phone			
SSN		DOB		SSN		DOB	
				Race		Sex	
				Weight		Height	
				Hair color		Eye color	
Special characteristics (tattoos, scars, etc.)							
				Driver's license number			
				Vehicle license number			
				Make		Model	
				Year		Color	
If this person is on probation or parole, list the name of the agency, officer, and telephone number.							
Has this person used weapons or been violent in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No							