

# Instructions to the Sheriff

Douglas County Sheriff's Office  
1038 Buckeye Rd. /PO Box 218  
Minden, NV 89423  
775-782-9942

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Case # \_\_\_\_\_

\_\_\_\_\_

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

Phone: \_\_\_\_\_

**Plaintiff,**

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Defendant,**

Name of documents to be served:

\_\_\_\_\_

Personal information about person to be served:

Date of Birth: \_\_\_\_\_ Hair color: \_\_\_\_\_ Eye color: \_\_\_\_\_ Height: \_\_\_\_\_

Weight: \_\_\_\_\_ Scars, Marks, and Tattoos: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Employer: \_\_\_\_\_

Phone # \_\_\_\_\_

Additional Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY:**

Service Fees \_\_\_\_\_ Mileage Fees \_\_\_\_\_ Total Paid: \_\_\_\_\_