



ROUTT COUNTY SHERIFF'S OFFICE

2025 Shield Drive

P.O. Box 773087

Steamboat Springs, CO 80477

Office (970) 879-1090 Fax (970) 870-5525

Garrett Wiggins, Sheriff

Ray Birch, Undersheriff

CIVIL PROCESS INFORMATION SHEET

INFORMATION OF PERSON REQUESTING SERVICE

Name: _____ Birthdate: _____

Mailing Address: _____ Home 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 [work hours, vehicle description, deadline for service]

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

CP # _____

Rev. 1/11/11