



ROUTT COUNTY SHERIFF'S OFFICE

2025 Shield Drive

PO Box 773087

Steamboat Springs, CO 80477

Office (970) 879-1090 Fax (970) 870-1272

Gary Wall, Sheriff

Dave Bustos, Undersheriff

CIVIL PROCESS INFORMATION SHEET

Name of Person or Business to be Served: _____

Home Address: _____

City: _____ **Home Phone:** _____

Work Address: _____

City: _____ **Work Phone:** _____

PERSONAL INFORMATION OF PERSON TO BE SERVED

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]

INFORMATION OF PERSON REQUESTING SERVICE

Name: _____ **Birthdate:** _____

Mailing Address: _____ **Home Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Place of Employment: _____ **Work Phone:** _____

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 # _____

04/2005