

**LETTER TO THE SHERIFF  
(SERVING FORM)**

**Instructions to User**

1. Complete this letter.
2. With this letter, include the *Citation to Discover Assets to Debtor's Employer* for the employer in your case that is located in that county, payment or *Order for Waiver of Court Fees*, and a self-addressed and stamped envelope for the sheriff to mail the return of service to you.
3. Send your letter and the documents listed above to the sheriff's office in the county and state where the employer is located.

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

Sheriff of \_\_\_\_\_ County State of \_\_\_\_\_

Address of Sheriff \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sheriff:

Re: \_\_\_\_\_ v. \_\_\_\_\_ Case Number: \_\_\_\_\_  
*Plaintiff* *Defendant*

I am enclosing the *Citation to Discover Assets to Debtor's Employer*  
to be served on: \_\_\_\_\_  
*Name of the Employer*

\_\_\_\_\_

*Street, Apt #* *City* *State* *Zip*

Check the box that applies:

- I have enclosed an *Order for Waiver of Court Fees* entered by the Court in \_\_\_\_\_ County, Illinois, which waives the cost of service; **OR**
- I have enclosed the cost of service \$ \_\_\_\_\_.

Once you have served the enclosed documents, please complete a return of service and return it to me in the enclosed self-addressed and stamped envelope.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Street Address, Apt #*

\_\_\_\_\_  
*City* *State* *Zip*

\_\_\_\_\_  
*Phone*