

Give this letter to the process server. Do not file it.

## Letter to the Process Server

(SERVING A SUMMONS AND COMPLAINT/PETITION)

### Instructions to User

1. Complete this letter for **each** Defendant/Respondent the process server will deliver (serve) the *Summons* and Complaint or Petition to. Do not file this letter with the Circuit Clerk.
2. With each letter, include:
  - a. Copies of the *Summons* and Complaint or Petition,
  - b. Payment for service, and
  - c. A self-addressed and stamped envelope for the process server to mail the *Proof of Service of Summons and Complaint/Petition* to you.

If the Defendant/Respondent who will be served is listed on an *Additional Defendant/Respondent Address and Service Information* form, include that form too.

3. Send your letter and the documents listed in step 2 above to the process server you are using.

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

Name of Process Server: \_\_\_\_\_ License Number \_\_\_\_\_  
(Applicable if *Summons* is served by a licensed private process server)

Address of Process Server: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Process Server:

Re: \_\_\_\_\_ v. \_\_\_\_\_  
*Plaintiff/Petitioner* *Defendant/Respondent*

Case Number: \_\_\_\_\_

I am enclosing a *Summons* and the Complaint or Petition to be served on:

Name of Defendant/Respondent: \_\_\_\_\_  
*First, Middle and Last Name or Business Name*

I have ☐ already paid ☐ enclosed the payment for service \$\_\_\_\_\_.  
(To determine how much to pay or how to pay, contact the process server.)

Once you have served the enclosed documents, please complete the *Proof of Service of Summons* and return it to me in the enclosed self-addressed stamped envelope.

Thank you for your attention to this matter.

Sincerely,

Your Signature /s/\_\_\_\_\_ Print Name \_\_\_\_\_

Your Address \_\_\_\_\_  
*Street Address* *City* *State* *Zip Code*

Your Phone Number \_\_\_\_\_ Your Email \_\_\_\_\_