

**LETTER TO THE SHERIFF
(SERVING AN EVICTION SUMMONS & EVICTION COMPLAINT)**

Instructions:

1. Complete this letter. If there is more than 1 Defendant and they do not all live in the same county, you will need to complete this letter **for each** sheriff that you will be asking to serve an *Eviction Summons*.
2. If you are evicting more than 1 Defendant, include a separate *Eviction Summons* form for each Defendant.
3. With this letter, include:
 - 3 copies of the *Eviction Summons* **for each** Defendant to be served;
 - 1 copy of your *Eviction Complaint* **for each** Defendant to be served;
 - Your portion of the fee for the cost of serving each *Eviction Summons* and the *Order for Waiver of Court Fees*, if you have one; and
 - Self-addressed and stamped envelope.

The sheriff will mail you back the *Proof of Service* that they served the *Eviction Summons* and *Eviction Complaint* on the Defendants.

4. Send your letter and the documents listed above to the sheriff's office in the county and state where the Defendant lives.

Date: _____
 Sheriff of _____ County
 Address of Sheriff: _____

Re: _____ v. _____ Case Number: _____
Plaintiff Defendants

Dear Sheriff:

I am enclosing an *Eviction Summons* and *Eviction Complaint* for each Defendant to be served. Name of each Defendant to be served: _____

Check the box that applies:

- I have enclosed an *Order for Waiver of Court Fees* granting a full (100%) waiver of my service fees.
- I have enclosed an *Order for Waiver of Court Fees* granting a _____% waiver of my service fees which reduces the cost of service. I have enclosed the reduced cost of service \$_____.
(To determine how much to send, contact the sheriff and ask how much is charged for service. Inform the sheriff of your partial fee waiver. The sheriff may tell you the reduced cost of service. If the sheriff does not tell you, then reduce the cost by the percentage in your fee waiver.)
- I was not granted an *Order for Waiver of Court Fees*. I have enclosed the cost of service \$_____.
(To determine how much to send, contact the sheriff and ask how much is charged for service.)

After you have served the enclosed documents, please complete the *Affidavit of Service of Eviction Summons & Eviction Complaint* and return it to me in the enclosed self-addressed stamped envelope.

Thank you for your attention to this matter.
Sincerely,

/s/ _____
Signature (If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name).

_____ *Print Your Name*

_____ *Street Address, Unit#*

_____ *City State ZIP*

_____ *Phone*

_____ *Email*