



Eagle County
Sheriff's Office
Civil Division
P.O. Box 359
Eagle, CO 81631
(970) 328-8502

Civil Process Information Sheet

Name of Person or Business (Circle One) to be served: _____

(Home) Physical Address: _____ City: _____ Zip Code: _____

(Work) Physical Address: _____ City: _____ Zip Code: _____

(H) Phone: _____ (C) Phone: _____ (W) Phone: _____

Date of Birth: ____/____/____ Age: ____ Juvenile: Y/N Sex: M/F

HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____ EYE COLOR: _____

Distinct Markings/Tattoos/Piercings: _____

*Is this civil service for dissolution of marriage, a protection order, an unlawful detainer or a civil standby stemming from **past or possible future violent outbursts** by the defendant please check:



USE CAUTION!

Attempted service of papers is based upon information that you are able to provide us with. Please include all information which will assist us in successfully serving your papers, i.e.: work hours, home hours, vehicle description/license plate, will the defendant avoid service?, etc.

Return of Service Information

Returns are processed and mailed the next business day following successful service or last possible day of service for all non-services.

Name of person having papers served: _____

Person responsible for payment (if different): _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

(Home) Physical address: _____ City: _____ Zip Code: _____

(Work) Physical address: _____ City: _____ Zip Code: _____

(H) Phone: _____ (C) Phone: _____ (W) Phone: _____

For Evictions:

Cancellation of an eviction requires verbal notification by phone at (970) 328-8502 24 hours prior to the scheduled execution of the Writ of Restitution. If proper notification is received you will be refunded \$125.00.

Contact Person: _____ Phone: _____

A **pre-paid**, self addressed stamped envelope is required for all returns. Charges will be applied at a flat rate of .62cents per return to cover postage and supplies if no return envelope is included. All copies to be served must be included. A charge of \$.25/ per page will be applied for additional copies needed. Late charges will be applied to outstanding balances after 30 days at 1.5% until paid in full. The Eagle County Sheriff's Office reserves the right to refuse service to those with outstanding balances.

Printed Name

Signature Date

Your signature acknowledges that you are responsible for and promise to pay for any and all fees associated with the service and/or attempts made for the service of this process. Cancellation of service after papers are processed or that do not meet the terms of eviction agreement listed above by the Eagle County Sheriff's Office will result in full payment of associated fees.

2/11/2021