



SERVICE REQUEST CHECK LIST FORM

In order for us to attempt service, in accordance with the Maine Revised Statute, Title 14 Section 702:

WHAT WE WILL NEED FROM YOU

Please make sure you check off ALL items to indicate "YES" below:

- _____ Do you have one "Original" document for each person(s) to be served?
- _____ Do you have one "Copy" for each person(s) to be served?
- _____ Are all papers "Completely" filled out, including dates and court information?
- _____ Is the address for the person(s) to be served in "Androscoggin County"?
- _____ Have you filled out the "Service Request Information" on the back of this form?

WHAT WE CANNOT DO FOR YOU

Please remember that our role is to serve your paper. We cannot give you legal advice or assist you in filling out your documents. We cannot advise you as to what is the best way to handle your particular situation. By accepting your documents to be served we are not expressing an opinion that they are filled out properly or will be legally sufficient for your purpose.

PLEASE FILL-OUT OTHER SIDE -----}

Civil Office hours are Monday thru Friday 8:30 am to 4:00 pm. You may call (753-2568) or walk-in without an appointment. Once service is made, we will complete the Proof-of Service on your original(s) and mail it back to you. If you are not an attorney we recommend that you consult with one.



ANDROSCOGGIN COUNTY SHERIFF'S OFFICE

2 TURNER ST. UNIT 9
AUBURN, ME 04210
207-753-2500

ERIC G. SAMSON
SHERIFF

WILLIAM GAGNE
CHIEF DEPUTY

MINIMUM INFORMATION NEEDED TO HELP SAVE TIME AND EXPENSE:

PERSON(S) TO BE SERVED:

Name(s): _____

Home Street Address: _____ City: _____

House / Apartment Building / Mobile Home (circle one) Apt. # _____ What floor: _____

Building numbered? Yes / No Apartment numbered? Yes / No Other Info: _____

Entrance location: Front / Rear / Left / Right *If the building is security locked, we will need a key.

Color of Building: _____ Side of Street: Left / Right _____

Directions or Landmarks to location if not an in-town street address: _____

Time of day or evening person will most likely be home: Day / Evenings Other: _____

Does the person work and is there someone else that would be home? _____

Additional Information (if known) on the person(s) to be served:

Home phone: _____ Cell phone: _____ Work phone: _____

Name of employer and address: _____

Work schedule: (circle workdays): S M T W T F S Work Hours: _____

Birth date: ____/____/____ Height: ____' ____" Weight: ____ Hair color: ____ Eye Color: ____

Vehicle(s): _____ Any dogs known to be aggressive or bite? _____

Any known firearms on the premises? _____ Where are they kept? _____

Is there anything else the serving officer should be aware of about the person being served? _____

Your Information: (for Return-of-Service to be mailed back to you)

Person or Business Requesting Service:

Name: _____

Address: _____

City: _____ Zip Code: _____

Home/Cell phone: _____ Work/Office Phone: _____ Email: _____



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Service Payment

<u>Town</u>	<u>1 Paper</u>	<u>Out of state papers</u>
Auburn	\$47.00	1 st is \$60.00 and \$30.00 per additional
Durham	\$50.00	
Greene	\$50.00	
Leeds	\$55.00	
Lewiston	\$48.00	
Lisbon	\$50.00	
Lisbon Falls	\$51.00	
Livermore	\$56.00	
Livermore Falls	\$60.00	
Mechanic Falls	\$51.00	
Minot	\$50.00	
Poland	\$50.00	
Sabattus	\$50.00	
Turner	\$55.00	
Wales	\$55.00	

*** \$40.00 per additional paper. Additional mileage fees may apply. Make checks and money orders payable to **Androscoggin County Treasurers Office**