



# SOMERSET COUNTY SHERIFF'S OFFICE

**DALE P. LANCASTER** SHERIFF

*Michael O. Mitchell* Chief Deputy

In order for us to attempt service, in accordance with Maine Revised Statute Title 14 Section 702, we are requesting a retainer fee of \$70.00 (In-State) & \$90.00 (Out-of-State). Any unused portion greater than \$1.00 will be refunded or any additional charges will be billed to you. We do not accept cash or personal checks. Please use a money order or bank check made payable to "Somerset County Treasurer".

We need one "original" document and one "copy" for each person being served. Once service has been made, we will complete the Proof of Service on your Original(s) and mail them back to you.

**PERSON TO BE SERVED:**

Name(s): \_\_\_\_\_

Street address: \_\_\_\_\_

House / Apt. Building / Mobile Home    Apartment # \_\_\_\_\_    Floor # \_\_\_\_\_

Is the building numbered?    Yes / No    Is the apartment numbered?    Yes / No

Color of building? \_\_\_\_\_    Side of street:    Left / Right

Directions or landmarks to the location and entrance location: \_\_\_\_\_

Time of day or evening person will most likely be home:    Days / Evenings / Other: \_\_\_\_\_

Home phone: \_\_\_\_\_    Cell phone: \_\_\_\_\_    Work phone: \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

Work schedule:    (Circle work days)    S M T W Th F S    Work hours: \_\_\_\_\_

**PHYSICAL DESCRIPTION**

Birth date: \_\_\_\_\_    Height: \_\_\_\_\_    Weight: \_\_\_\_\_    Hair Color: \_\_\_\_\_

Vehicle Info: \_\_\_\_\_

Any dogs known to bite or be aggressive?    Yes / No

Firearms on premises?    Yes / No    If yes, where are they kept? \_\_\_\_\_

Is there anything else the deputy should know about the person being served? \_\_\_\_\_

**PERSON, FIRM OR BUSINESS REQUESTING SERVICE:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home or Cell Phone: \_\_\_\_\_    Work Phone: \_\_\_\_\_    Fax: \_\_\_\_\_

**131 EAST MADISON ROAD • MADISON, MAINE 04950 • (207) 474-9591**