



The Commonwealth of Massachusetts
Middlesex Sheriff's Office

Sheriff Peter J. Koutoujian

271 Cambridge St. Cambridge, MA 02141-0002 • 617-682-4800

Filling out this page is only necessary if you do not have your own cover letter.

Please mail the completed sheet with payment directly to our office for processing.

Cover Sheet For (Check One): Capias (Notice only) Capias (Physical Arrest)

Date: _____

Your Name: _____

Plaintiff's Name (if Different): _____

Your Address: _____

Your City, State Zip: _____

Your Phone #: _____

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Defendant's Name: _____

Defendant's Address: _____

.....

Other Info For Defendant: (If Available)

Deft Phone Number: _____

Deft Business Address: _____

Deft Business City, State, Zip: _____

Description (For Arrest): _____

SS#: _____ DOB: _____

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Other Info:

Court Name: _____ Expiration Date: _____

Docket Number: _____ Balance Remaining on Judgement: _____

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Prepayment Amount:	\$60.00 (Notice Only)	\$300.00 (Middlesex Court Physical Arrests)	\$400.00 (Out of County Court Physical Arrests)
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