



The Commonwealth of Massachusetts
Middlesex Sheriff's Office
Civil Process Division

Peter J. Koutoujian, Sheriff

271 Cambridge St., Cambridge, MA 02141 • 617-682-4800 (office)

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

Attorney Pro Se (Individual without an attorney)

Today's Date: _____ Time: _____ Hearing Date: _____

Your Name: _____

Law Firm/Company Name: _____

Mailing Address: _____
STREET ADDRESS

CITY STATE ZIP

Your Telephone #: _____

Your E-mail Address: _____

If you have a Fee Waiver from the Court, Please Provide.

Person Being Served: _____
(Please Print Clearly) First Last

Business Name (If Any): _____

Serving Address: _____
STREET ADDRESS APT #

CITY STATE ZIP

This address is a: Business Residence

I do not have an address for the defendant and need assistance in locating an address for service. (Please notify staff)

Phone Number (If Available): _____

Special Service Instructions: _____

For Office Use Only

- RUSH Serve By: _____ Sign and Call Back
- Mail Return Call Pltff/Atty When Served Will Pick Up Return
- Fax Return: _____ IN HAND
- Affidavit of Indigency Intake Initials _____
- Pre Payment \$ _____ Check/MO # _____

Forms of Payment Accepted:
CREDIT/DEBIT CARD
MONEY ORDER
BUSINESS CHECK

NO CASH/PERSONAL CHECKS

Please make checks payable to:
"Middlesex Sheriff's Office"



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**Please fill out this page only if you DO NOT have an address for the service
and require that we perform an address search.**

- I agree to pay an additional fee of \$20.00 for the Civil Division to do research in order to locate the defendant; and further, I agree to indemnify and hold harmless the Civil Division for any harm, loss or damage arising out of or relating to any claim for improper or inadequate service based upon the aforesaid research. **Initial:** _____
- I acknowledge that hiring the Civil Division to search for an address does not guarantee service and agree to pay any fees associated with the cost of service, even if the paper is not served and is returned to me as a "diligent search." **Initial:** _____
- I further acknowledge that additional information may be discovered at a later date which may cause service to be done at an address different from the one discovered in the original search, and agree to pay any additional fees that may arise out of such a situation. **Initial:** _____
- I certify that the address of the person being served is not impounded or otherwise protected by an order of the court. **Initial:** _____

Signature

Date

Print Name