



The Commonwealth of Massachusetts  
**Middlesex Sheriff's Office**  
Sheriff Peter J. Koutoujian  
40 Brick Kiln Road, Chelmsford MA 01824 • (617) 547-1171

**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 (Circle One):**

**Capias (Notice only)**

**Capias (Physical Arrest)**

Date: \_\_\_\_\_

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

Plaintiff's Name (if Different): \_\_\_\_\_

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

Your Phone #: \_\_\_\_\_

.....  
Defendant's Name: \_\_\_\_\_

Defendant's Address: \_\_\_\_\_

.....  
Other Info For Defendant: (If Available)

Deft Phone Number: \_\_\_\_\_

Deft Business Address: \_\_\_\_\_

Description (For Arrest): \_\_\_\_\_

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

.....  
Other Info:

Court Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Docket Number: \_\_\_\_\_ Balance Remaining on Judgement: \_\_\_\_\_

.....  
Prepayment Amount:

\$60.00  
(Notice Only)

\$360.00\*  
(Middlesex County  
Court Physical Arrests)

Contact our office for fee\*  
(Out of County Court  
Physical Arrests)

**\* Fee includes research, multiple attempts and time spent at court.**