

INSTRUCTIONS TO SHERIFF

Court Case No.: _____, I, (print name) _____,
request the Sheriff to serve the attached true copy of: _____

RISK ANALYSIS

To the best of my knowledge and belief, the party to be served displays or possesses the following (*check all that apply*):

Weapons (knives, guns, swords, traps). No Yes

What type of weapon and where on property are they, or do they carry the weapon with them:

Dogs(s) No Yes (**breed/location at address**):

Gang/Violent Organization Affiliation No Yes

Has this person been convicted of a violent crime?

No Yes (specify):

What is the mental status impression, or known psychosis, of this person? _____

Do they use Drugs?

No Yes (what kind):

Do they abuse alcohol No Yes

Are there any: "NO TRESPASS" signs: No Yes

Are there any locked gates? No Yes

Are there any cameras No Yes

Is the property armed/barricaded (example: counter-surveillance/booby-trap/extremist/paramilitary/police background/terrorist/fortified) NO YES

PERSON TO BE SERVED

Name: _____

Address: _____

Do you live here? (check one) No Yes

When are they home? _____

Employment Name/Address: _____

What hours do they work? _____

Phone: _____ **Race:** _____

Sex: _____ **Date of Birth:** _____ **Height:** _____

Weight: _____ **Hair Color/ Eye Color:** _____

What car do they drive (make/ model/ color)?

YOUR CONTACT INFORMATION

Your Name: _____

Your Safe Mailing Address (this is where we will send your copy of the proof of service):

Your Phone # (use a safe #): _____

Your Date of Birth: _____

FOR OFFICE USE ONLY

Notes: _____

Signature: _____ **Date:** _____

***Please note that failure to complete this information could delay the service or execution of your process, or could result in returning your paperwork if it is unclear to the sheriff precisely who you want served, etc. Personal injury to a deputy sheriff could also result by omitting any information. This information will be used solely for the execution of process and for officer safety purposes. Information provided could be subject to disclosure under ORS Chapter 192. Your assistance is greatly appreciated.