



Grand County Sheriff's Office Civil Process Sheet



Successful service is based upon the information you provide us. You are responsible for providing an adequate physical address to locate the person being served.

Defendant (Person we are serving)

Defendant's Auto

Name _____
Address _____
City _____
Phone _____ Cell _____
DOB _____

Make _____ Model _____
Color _____ Year _____
License # _____
Other Info _____

Defendant's Employment

Defendant Information for Officer Safety

Company _____
Address _____
Dept. _____
Hours _____ Days _____

Alcohol/Drug Use _____
Violent Temper _____
Dogs on Property _____
Weapons: _____ In House _____ In Car

Defendant's Physical Description

Plaintiff (Your information - for mailing purposes)

Race _____ Sex _____
Height _____ Weight _____
Hair _____ Eyes _____
Other _____

Name _____
Address _____
City _____ Zip _____
Phone _____ Cell _____

For Evictions Only:

I understand that posting of the Forcible Entry and Unlawful Detainer paperwork will affect my money judgment. Posting will be done as a last option. _____ Initials

Writ of Restitution / Execution Only:

Contact Name: _____ Phone: _____

Pursuant to Colorado Revised Statute § 30-1-116, the Grand county Sheriff's Office is obligated to collect the minimum fees prior to the service of any civil process paper(s). You will be charged the statutory rate, as stated in Colorado Revised Statute § 30-1-104, for each attempted service, actual service, mileage, and other processing functions.

Your signature acknowledges that you understand, and will pay all fees associated with this civil process.

Signature: _____ **Date:** _____

(We accept cash, money order, or check made payable to GCSO)