



COLUMBIA COUNTY SHERIFF'S OFFICE

Brian E. Pixley, Sheriff

CIVIL SERVICE INFORMATION SHEET

Court Case # _____

I, (print name) _____, the party requesting service in this case, hereby request the Sheriff of Columbia County to serve the following documents ** List all documents:

The name of the person(s) or corporation to be served:

Address:

DOB: _____ Phone #'s _____

Nicknames or former names: _____

Sex _____ Height _____ Weight _____ Scars _____ Tattoos _____

Hair color _____ Eye color _____

Vehicle(s) _____

License plate _____ Color _____ Make _____

Model _____

Work _____ Address/Location _____

Hours _____ Days off _____

Places the person frequents: _____

*****TURN PAGE OVER*****

RISK ANALYSIS (check all that apply)

To the best of my knowledge and belief, the party to be served displays or possesses the follow:

___ Weapons ("knives, guns, swords, traps, etc.). Specify type and location on property or if person carries weapons with them:

___ Dogs (breed & location on property) _____

Friendly or history of aggressiveness _____

___ Gang/violent Organization Affiliation (specify what type of activity that leads you to believe this):

___ Past violence (explain)

___ Mental status/impression or known psychosis:

ANY Other Information

Gated Driveway Y / N No Trespassing Signs Y / N

YOUR CONTACT INFORMATION

Name _____ **Date of Birth** _____

Home Address _____

Mailing Address _____

Phone # _____ Cell Phone # _____

SIGNATURE OF ATTORNEY OR PARTY REQUESTING SERVICE

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 Office precisely who you wanted served, etc. Personal injury to a deputy sheriff could also result by omitting any information. This information will be used solely for the executing of process and for officer safety purposes. Information provided could be subject to disclosure under ORS Chapter 192. Your assistance is greatly appreciated.