

# ALASKA COURT SERVICES

600 Barrow St. Suite 100 Anchorage, AK 99501

Anchorage 258-3211 Fairbanks 457-3211 Kenai 283-3381 Valdez 835-5621 Kodiak 481-3211

## Process Server Instructions

-vs- ) **Case #**  
)  
) **Your File #**  
)  
) **Must Be Served By:**  
)  
)  
)  
)  
\_\_\_\_\_)

Clients Name:

Attorney or Contact:

Phone:

Fax:

**PERSON TO SERVE:**

**HOME ADDRESS:**

**WORK ADDRESS:**

**SOCIAL SECURITY #**

**Home Phone:**

**Work Phone:**

**DATE OF BIRTH**

## DOCUMENTS TO SERVE

- |   |  |
|---|--|
| <input type="checkbox"/> Summons & Complaint          | <input type="checkbox"/> Writ of Execution Package   |
| <input type="checkbox"/> Summons & Complaint (FED)    | <input type="checkbox"/> Claim of Exemptions Package |
| <input type="checkbox"/> Subpoena / Witness Fee Check | <input type="checkbox"/> Employer Garnishment        |
| <input type="checkbox"/> Judgment Debtor Exam papers  | <input type="checkbox"/> Garnishment Notices         |

Other:

1. **Date:** \_\_\_\_\_ **Time** \_\_\_\_\_ **Comments:** \_\_\_\_\_  
2. **Date:** \_\_\_\_\_ **Time** \_\_\_\_\_ **Comments:** \_\_\_\_\_  
3. **Date:** \_\_\_\_\_ **Time** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**Person Served** \_\_\_\_\_ **DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_

**Address Served** \_\_\_\_\_