

ALASKA COURT SERVICE'S

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

PROCESS SERVER INSTRUCTIONS

-VS-)
)
)
 PLAINTIFF(S))
)
)
)
)
)
 DEFENDANT(S))
 _____)

CASE NO: _____

YOUR FILE NO: _____

*MUST BE SERVED BY: _____

DATE RECEIVED _____

OUR FILE NO: _____

CLIENTS NAME: _____

ATTORNEY OR CONTACT: _____

ADDRESS: _____ PHONE NO # _____

PERSON(S) TO SERVE: _____

HOME ADDRESS: _____ PHONE: _____

WORK ADDRESS: _____ PHONE: _____

SOCIAL SECURITY # _____ DATE OF BIRTH _____

- _____ SUMMONS / COMPLAINT
- _____ SUMMONS / COMPLAINT- (FED)
- _____ SUBPOENA / WITNESS FEE CHECK
- _____ JUDGMENT DEBTOR EXAM PAPERS

- _____ WRIT OF EXECUTION PACKAGE
- _____ CLAIM OF EXEMPTION FOR DEF.
- _____ GARNISHMENT EXECUTION
- _____ GARNISHMENT NOTICES

OTHER _____

1)DATE: _____ TIME: _____ COMMENTS: _____

2)DATE: _____ TIME: _____ COMMENTS: _____

3)DATE: _____ TIME: _____ COMMENTS: _____

MAP PAGE: _____ SERVED: _____ DATE: _____

NAME AND TITLE

ADDRESS: _____ TIME: _____

AM OR PM

SERVED: _____ DATE: _____

NAME AND TITLE

ADDRESS: _____ TIME: _____

AM OR PM

MILEAGE: _____ TELEPHONE: _____

ENDEAVOR: _____ RUSH: _____