

DIRECTIONS TO SHERIFF

BLACK HAWK COUNTY – WATERLOO, IOWA

(FOR CIVIL PROCESS)

Court action parties: _____ vs. _____

Clerk Case #: _____ County court action filed in: _____

Person / Company to be served: _____

Full name of party being served: _____

Address to serve at: _____

City, State, Zip code: _____

Cell Phone number: _____ Any other phone number: _____

If normally not at above address, may be found at:

Employed at: _____

Hours normally work: _____

Race: _____ Sex: _____ DOB: _____ SSN: _____

Driver's License #: _____ Vehicle Driven: _____

License Plate #: _____

Height: _____ Weight: _____ Hair color: _____ Eyes: _____

Name of person / company requesting service: _____

(refund, if any, will be mailed to the address that you provide to us)

Address: _____

City, State, Zip code: _____

Phone number you can be reached at: _____

Good Email to get a hold of you at: _____

Advance Fee amount:

Writs / Garnishments \$100.00

Civil \$ 80.00

Make checks payable to the **Black Hawk County Sheriff's Office**