



SERVICE INSTRUCTIONS

CLARK COUNTY SHERIFF'S CIVIL PROCESS SECTION
JOSEPH LOMBARDO, SHERIFF



Plaintiff

Defendant

Court Case Number

TYPE OF SERVICE REQUESTED

- SUMMONS/COMPLAINT SUMMONS SUBPOENA NOTICE NOTICE OF MOTION
- SMALL CLAIMS:** COMPLAINT, INSTRUCTIONS TO PLAINTIFF/DEFENDANT, SMALL CLAIMS ANSWER AMENDED

OTHER: _____

- FAMILY LAW** SUMMONS/DOMESTIC JOINT PRELIMINARY INJUNCTION

OTHER _____

COMPLAINT/PETITION TO _____

OTHER CIVIL PROCESS _____

CIVIL RIGHTS COMPLAINT

PLEASE COMPLETE THE FOLLOWING INFORMATION ABOUT THE PERSON OR COMPANY WE ARE SERVING

IF WE ARE TO SERVE A COMPANY OR CORPORATION, PROVIDE THE NAME OF THE PERSON TO BE SERVED AND THEIR TITLE (I.E. – OWNER, H.R. MANAGER, CORPORATE OFFICER, RESIDENT AGENT, ETC.)

PERSON/BUSINESS TO SERVE: _____

ADDRESS (WITH APT. or SUITE# AND ZIP CODE): _____

EMPLOYER NAME/ADDRESS: _____

BEST TIME TO SERVE AT HOME: _____ a.m. /p.m. WORK: _____ a.m. /p.m.

PHONE NUMBER OF PERSON TO BE SERVED – HOME: _____ WORK: _____

DESCRIPTION: RACE: _____ SEX: _____ AGE: _____ HEIGHT: _____ WEIGHT: _____ HAIR _____ EYES: _____

VEHICLE: YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____ LIC. PLATE: _____ STATE: _____

OTHER INFORMATION TO HELP US SERVE THE PARTY: _____

PLAINTIFF'S PHONE – DAYS: _____ EVENINGS: _____

PLAINTIFF'S NAME: _____ SIGNATURE: _____

ADDRESS: _____

DEPUTY SERVICE NOTES/COMMENTS/ACTIONS: _____
