

PRINCE WILLIAM COUNTY CIRCUIT COURT

REQUEST FOR SERVICE

CASE NUMBER _____

NAMES AND ADDRESS OF PERSON(S) TO BE SERVED:

_____	_____
_____	_____
_____	_____
_____	_____

LIST DOCUMENTS INCLUDED IN THIS SERVICE:

(YOU MUST PROVIDE 1 COPY OF DOCUMENT(S) PER INDIVIDUAL BEING SERVED)

TYPE OF SERVICE: ☐ SHERIFF ☐ PRIVATE PROCESS ☐ OUT OF STATE

_____ OTHER (SECRETARY OF COMMONWEALTH, STATE CORPORATION COMMISSION, DMV, etc.)

CLERK'S OFFICE TO PRINT THE SERVICE? ☐ YES ☐ NO

ANY PRINTED SERVICE NOT PICKED UP WITHIN 2 WEEKS OF ISSUE WILL REQUIRE A NEW REQUEST

PRINT FROM OCRA? ☐ YES ☐ NO

WHEN SERVICE IS READY THE CLERK'S OFFICE SHOULD:

☐ CALL/EMAIL THIS CONTACT _____

☐ MAIL THE SERVICE BACK IN THE SELF-ADDRESSED ENVELOPE PROVIDED

☐ FORWARD TO THE SHERIFF OF _____ COUNTY/CITY

NAME AND CONTACT INFORMATION OF REQUESTING PARTY:

DATE _____