

**ST LOUIS COUNTY SHERIFF'S OFFICE
SERVICE INFORMATION SHEET**

*****WE REQUIRE PAYMENT PRIOR TO SERVICE*****

FEE: \$60.00 for each person served; Eviction Summons & Complaint requires \$10.00 for each additional person.
WRIT OF RECOVERY/ORDER TO VACATE: \$180 for service and kick out with refund as needed.

SERVE PAPERS ON:

Name: _____

Address: _____ Apartment number: _____

City/State/Zip Code: _____

Phone Number: _____ Date of Birth: _____

Place of Employment: _____ Work Hours: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Key provided to get into secure building: Yes: _____ Not needed: _____

If Yes, how would you like your key returned: Mail: _____ Pick Up: _____

I was given the instructions for service and posting an eviction: Yes: _____ Not needed: _____

Additional Instructions:

PARTY REQUESTING SERVICE:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____ Email address: _____

How would you like to receive your Certificate? Mail: _____ E-mail: _____ Pick Up: _____

AUTHORIZED CONTACT PERSON:

Name: _____

Phone Number: _____

Upon completion of the above information, you may present this form, along with the appropriate service fee, in person or by mail, to the appropriate St. Louis County Sheriff's Office. For a listing of service areas for each location, [click here](#).

FOR OFFICE USE ONLY

Amount: _____ Check #: _____ Cash \$ _____ Date _____