

**FAILURE TO COMPLETE THE FOLLOWING MAY
DELAY SERVICE AND COULD INCUR ADDITIONAL FEES**

NAME OF OPPOSING PARTY: _____

NAME OPPOSING PARTY GOES BY: _____

OPPOSING PARTY'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

APARTMENT COMPLEX NAME: (IF APPLICABLE): _____

BEST HOURS AT HOME: _____

OPPOSING PARTY'S HOME TELEPHONE: () _____ Cell: () _____

OPPOSING PARTY'S EMPLOYER'S NAME: _____

OPPOSING PARTY'S EMPLOYER'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OPPOSING PARTY'S WORK HOURS: _____

OPPOSING PARTY'S WORK TELEPHONE: _____

PHYSICAL DESCRIPTION:

Height _____ Weight _____ Age _____

Race/Color _____ Eye Color _____

Hair Color: _____ (short/long) (straight/wavy/ curly)

Body Build (Small/Medium/ Large)

NOTICEABLE CHARACTERISTICS: (glasses/beard/mustache/scars/tattoos)

Other: _____

AUTOMOBILE DESCRIPTION:

YEAR & MAKE: _____ MODEL: _____

LICENSE NO.: _____ COLOR: _____

DESCRIBE BODY DAMAGE, TINTED WINDOW, UNUSUAL BUMPER STICKER, ANTENNAS):

Will opposing party evade service: Yes _____ No _____

Could opposing part be potentially dangerous to the process server? _____

If yes, explain: _____

My name is: (Matt Riek's client): _____

MY TELEPHONE NO: () _____ () _____ () _____
HOME WORK MOBIL

*******IT IS IMPERATIVE THAT THE POSSIBILITY OF HAVING THE OPPOSING PARTY IS NOT DISCUSSED AS THIS OFTEN INTIMIDATES THE PERSON INTO "HIDING" AND CREATES UNNECESSARY COMPLICATIONS FOR YOU, MY OFFICE, AND THE OFFICIAL ATTEMPTING TO SERVE THE OPPOSING PARTY.*******