



SERVICE REQUEST CHECK LIST FORM

In order for us to attempt service, in accordance with the Maine Revised Statute, Title 14 Section 702:

WHAT WE WILL NEED FROM YOU

Please make sure you check off ALL items to indicate "YES" below:

- _____ Do you have one "Original" document for each person(s) to be served?
- _____ Do you have one "Copy" for each person(s) to be served?
- _____ Are all papers "Completely" filled out, including dates and court information?
- _____ Is the address for the person(s) to be served in "Androscoggin County"?
- _____ Have you filled out the "Service Request Information" on the back of this form?

WHAT WE CANNOT DO FOR YOU

Please remember that our role is to serve your paper. We cannot give you legal advice or assist you in filling out your documents. We cannot advise you as to what is the best way to handle your particular situation. By accepting your documents to be served we are not expressing an opinion that they are filled out properly or will be legally sufficient for your purpose.

PLEASE FILL-OUT OTHER SIDE -----}

Civil Office hours are Monday thru Friday 8:30 am to 4:00 pm. You may call or walk-in without an appointment. Once service is made, we will complete the Proof-of Service on your original(s) and mail it back to you. If you are not an attorney we recommend that you consult with one.



ANDROSCOGGIN COUNTY SHERIFF'S OFFICE

2 TURNER ST. UNIT 9
AUBURN, ME 04210
207-753-2500

ERIC G. SAMSON
SHERIFF

WILLIAM GAGNE
CHIEF DEPUTY

MINIMUM INFORMATION NEEDED TO HELP SAVE TIME AND EXPENSE:

PERSON(S) TO BE SERVED:

Name(s):

Home Street Address: City:

House / Apartment Building / Mobile Home (circle one) Apt. # What floor:

Building numbered? Yes / No Apartment numbered? Yes / No Other Info:

Entrance location: Front / Rear / Left / Right *If the building is security locked, we will need a key.

Color of Building: Side of Street: Left / Right

Directions or Landmarks to location if not an in-town street address:

Time of day or evening person will most likely be home: Day / Evenings Other:

Does the person work and is there someone else that would be home?

Additional Information (if known) on the person(s) to be served:

Home phone: Cell phone: Work phone:

Name of employer and address:

Work schedule: (circle work days): S M T W T F S Work Hours:

Birth date: / / Height: ' " Weight: Hair color: Eye Color:

Vehicle(s): Any dogs known to be aggressive or bite?

Any known firearms on the premises? Where are they kept?

Is there anything else the serving officer should be aware of about the person being served?

Your Information: (for Return-of-Service to be mailed back to you)

Person or Business Requesting Service:

Name:

Address:

City: Zip Code:

Home/Cell phone: Work/Office Phone: Email:

**With the passage of
L.D. 853, An Act To Increase The Fees
Paid To Sheriff's And Their Deputies For
Service Of Civil Process Documents,
And having it take effect on August 08,
2022, our rates for civil service, are now
set by the Legislature.**

**That said, with the exception of out of
state rates, all in-state rates have
changed. For out of state rates, continue
to send \$60.00 for the first set of
documents, and \$30.00 for each additional
set of documents.**

**The in-state rates will be posted soon. If
you have any questions, please call the
office and we will give you the correct
service fees.**

(207)753-2568