

SMALL CLAIMS LETTER OF INSTRUCTION

Letter of instruction to the Sheriff **MUST** be filled out completely and accompanied by the proper fees in order for the sheriff to serve your notice of small claim.

To the Sheriff of Clearwater County:

I wish you to have the attached Notice of Claim (Summons) and Complaint served on:

*(If you wish service on more than one (1) defendant, all **MUST** be named and you will be charged for each defendant individually.) (see FEES listed below)*

NAME: _____

NAME: _____

Who reside at: (**MUST** be a physical address, a post office box will **NOT** be acceptable)

STREET: _____

CITY: _____

Any additional information you may provide to further assist the Sheriff's Office to locate the defendant(s): (vehicles, employers, etc.):

FEES: **\$40.00** per person for service and return
\$00.40 per mile over twenty-five (25) miles from the Sheriff's Office

Plaintiff's Information (Please Print):

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

Plaintiff's Signature

Date