

# **AID IN SERVICE FORM**

Please do not fill in this section

Process Log Number: \_\_\_\_\_ Court File Number: \_\_\_\_\_

Please complete this form if you are requesting the assistance of the Kenosha County Process Unit to serve someone or to execute a Court Order.

**Please Print Clearly**

Plaintiff's (Your) Name: \_\_\_\_\_

Plaintiff's Address: \_\_\_\_\_

Plaintiff's Phone Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

**Defendant's (person you are serving) Information:**

**Name (first, middle, last):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

**Date of Birth:** Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**Physical Description:** Male / Female Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Facial Hair: \_\_\_\_\_

Glasses: \_\_\_\_\_ Other Info: \_\_\_\_\_

**Employment:** \_\_\_\_\_

Name

Address

Phone

Position: \_\_\_\_\_ Days and times: \_\_\_\_\_

**Other locations he/she may be found (Persons or places):**

Name Address Phone Days/Times

Name Address Phone Days/Times

**Vehicles:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate: \_\_\_\_\_ Any other info: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate: \_\_\_\_\_ Any other info: \_\_\_\_\_

**Firearms or Weapons:** \_\_\_\_\_

**Violent Behavior:** \_\_\_\_\_