



## Crow Wing County Sheriff's Office

Civil Process Unit

304 Laurel St, Brainerd, MN 56401

Office: 218-829-4749 Fax: 218-825-3454

[socivilprocess@crowwing.us](mailto:socivilprocess@crowwing.us)

To aid the Crow Wing County Sheriff's Office in the service of your documents please provide all relevant addresses, location information and phone numbers for those being served. Please complete one form per person served.

### PERSON TO BE SERVED:

Full Name:				DOB:	
Crow Wing County Address:					
If this is an apartment building, is there a code/lockbox on site? (if known):				Yes	No
Best Day/Time to Serve:			Work Hours:		
Main Phone #:		Alt Phone #(s):			
Place of Employment:					
Address:					
Alternate Address(es):					

### CONTACT/BILLING INFORMATION:

(This is where the certificate of service and invoice will be sent.)

Name:				DOB:	
Address:					
Email:				Phone #:	

### OTHER CONTACTS:

(i.e. Do we need to contact a landlord for entry, etc?)

Name:				Phone:	
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Additional locations, safety information such as known weapons or dangerous animals or general information that may be helpful in the service of your documents:
