

**PROCESS SERVICE MEMORANDUM**

TO: Sheriff of \_\_\_\_\_ County, State of \_\_\_\_\_, \_\_\_\_\_ Division:

RE: \_\_\_\_\_, Petitioner  
and  
\_\_\_\_\_, Respondent  
\_\_\_\_\_ Circuit Court, County of \_\_\_\_\_

Case No. \_\_\_\_\_

Please serve the Summons and Petition herein, in the above-styled cause upon:

Respondent: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Thank you.

SPECIAL INSTRUCTIONS:

\_\_\_\_\_  
Signature of party

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone (area code and number)

\_\_\_\_\_  
Fax (area code and number)