

**WESTON COUNTY SHERIFF'S OFFICE**  
**25 N. Sumner Avenue**  
**Newcastle, WY. 82701**

**CIVIL PROCESS WORKSHEET**

\$50.00 service fee for first three (3) attempts per Defendant listed

\$10.00 service fee per attempt after the initial three (3)

The \$50.00 service fee is DUE at the time of service request. You may be billed for any additional requested attempts after the initial three (3) attempts.

**Please complete the following information to help us better serve you.**

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Your Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Company Name (if applicable) \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Phone Number: \_\_\_\_\_

\_\_\_\_\_(Initial) Please make more than three (3) attempts of service in the civil service request. I understand I will be billed \$10.00 for any additional attempts after the initial three.

\_\_\_\_\_(Initial) Do NOT attempt more than three (3) service attempts.

**SERVICE INFORMATION**

Name(s): \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
(P.O. Box not accepted) Phone Number: \_\_\_\_\_  
Employer Name & Address: \_\_\_\_\_  
Best time of Day to Serve: \_\_\_\_\_  
Additional Comment: \_\_\_\_\_

**Please Note:**

- This information is for S.O. use only and will not be attached to the service paper(s).
- IF this is a Notice to Vacate, the notice may be posted on the door of the residence from which the Defendant is being evicted.
- The Weston County Sheriff's Office cannot give legal advice nor do we have forms for evictions, etc. Parties should seek legal advice to determine appropriate procedure and forms to be used.
- A stamped, self-addressed envelope is required for the RETURN of SERVICE to be sent back. Returns WILL NOT be mailed without the envelope.
- If you have questions regarding this form, please call (307) 746-4441 and press Option 2.

