

**LETTER TO THE SHERIFF
(SERVING FORM)**

Instructions to User

1. Complete this letter.
2. With this letter, include the *Citation to Discover Assets to a Debtor's Bank* for each of the banks in your case that are located in that county, payment or *Order for Waiver of Court Fees*, and a self-addressed and stamped envelope for the sheriff to mail the return of service to you.
3. Send your letter and the documents listed above to the sheriff's office in the county and state where the bank is located.

Date: _____

Sheriff of _____ County State of _____

Address of Sheriff _____

Dear Sheriff:

Re: _____ v. _____ Case Number: _____
Plaintiff Defendant

I am enclosing the *Citation to Discover Assets to a Debtor's Bank*

to be served on: _____
Name of Bank

Street, Apt #

City

State

Zip

Check the box that applies:

☐ I have enclosed an *Order for Waiver of Court Fees* entered by the Court in _____ County, Illinois, which waives the cost of service; **OR**

☐ I have enclosed the cost of service \$ _____.

Once you have served the enclosed documents, please complete a return of service and return it to me in the enclosed self-addressed and stamped envelope.

Thank you for your attention to this matter.

Sincerely,

Signature

Printed Name

Street Address, Apt #

City State Zip

Phone