

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

Instructions to User

1. Complete this letter.
2. With this letter, include the *Citation to Discover Assets to Debtor's Employer* for the employer in your case that is 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 employer 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 Debtor's Employer*

to be served on: _____
Name of the Employer

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