

**LETTER TO THE SHERIFF
(SERVING A SMALL CLAIMS SUMMONS AND SMALL CLAIMS COMPLAINT)**

Instructions:

1. Complete this letter. If there is more than 1 Defendant and they do not all live in the same county, you will need to complete this letter **for each** sheriff that you will be asking to serve a *Small Claims Summons*.
2. If you are suing more than 1 Defendant, include a separate *Small Claims Summons* form for each Defendant.
3. With this letter include:
 - 3 copies of the *Small Claims Summons* **for each** Defendant to be served;
 - 1 copy of your *Small Claims Complaint* **for each** Defendant to be served;
 - Your portion of the fee for the cost of serving each *Small Claims Summons* and the *Order for Waiver of Court Fees*, if you have one; and
 - Self-addressed and stamped envelope.

The sheriff will mail you back the *Proof of Service* that they served the *Small Claims Summons* and *Small Claims Complaint* on the Defendants.

4. Send your letter and the documents listed above to the sheriff's office in the county and state where the Defendant lives.

Date: _____

Sheriff of _____ County

Address of Sheriff: _____

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

Dear Sheriff:

I am enclosing a *Small Claims Summons* and *Small Claims Complaint* to be served on each Defendant. Name of each Defendant to be served: _____

Check the box that applies:

- ☐ I have enclosed an *Order for Waiver of Court Fees* granting a full (100%) waiver of my service fees.
- ☐ I have enclosed an *Order for Waiver of Court Fees* granting a _____ % waiver of my service fees which reduces the cost of service. I have enclosed the reduced cost of service \$ _____.
(To determine how much to send, contact the sheriff and ask how much is charged for service. Inform the sheriff of your partial fee waiver. The sheriff may tell you the reduced cost of service. If the sheriff does not tell you, then reduce the cost by the percentage of your fee waiver.)
- ☐ I was not granted an *Order for Waiver of Court Fees*. I have enclosed the cost of service \$ _____.
(To determine how much to send, contact the sheriff and ask how much is charged for service.)

After you have served the enclosed documents, please complete the *Proof of Service of Small Claims Summons & Small Claims Complaint* and return it to me in the enclosed self-addressed and stamped envelope.

Thank you for your attention to this matter.

Sincerely,

/s/ _____
Signature (If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name).

Printed Name

Street Address, Unit #

City State ZIP

Phone

Email