

## **INSTRUCTIONS TO PROCESS SERVER FOR SERVING WRIT OF EXECUTION**

PROCESS SERVER \_\_\_\_\_

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

Plaintiff \_\_\_\_\_

Defendant \_\_\_\_\_

Attorney Firm/Person Requesting Service \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Person \_\_\_\_\_

Mail Address \_\_\_\_\_  
Street Number, Box Number \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

### **INFORMATION ABOUT THE DEBTOR**

Debtor's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ ID/Driver's Lic. No. \_\_\_\_\_ State \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Employer \_\_\_\_\_

Work Location \_\_\_\_\_ City \_\_\_\_\_

Additional Information \_\_\_\_\_

### **INSTRUCTIONS FOR SERVING WRIT**

Documents: ● *General Writ of Execution (CIV-500)*  
● *Creditor's Affidavit (CIV-505)* (if no Notices are being served)

Serve Writ on \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Directions:

### **INSTRUCTIONS TO PROCESS SERVER RE DEBTOR PACKET**

The Debtor Packet, per Civil Rule 69(g), includes a copy of the filled-out *Creditor's Affidavit* (CIV-505); *Notice of Levy* (CIV-510); *Claim of Exemptions* (CIV-515); and *Judgment Debtor Booklet* (CIV-511). Updated forms can be downloaded at [www.courts.alaska.gov/forms.htm](http://www.courts.alaska.gov/forms.htm).

- Creditor will provide Debtor Packet to process server for service.  
 Creditor will serve Debtor Packet by certified mail.  
 No Debtor Packet is required because either the PFD is the only item being seized or the debtor is a corporation.