



1. A physical description of the Respondent is: \_\_\_\_\_  
\_\_\_\_\_
2. The Respondent  does  does not carry a weapon.
3. At present, the Respondent can be found:
  - At his/her residence: \_\_\_\_\_  
Times normally available at this address: \_\_\_\_\_.
  - At his/her place of employment: \_\_\_\_\_  
Times normally available at this address: \_\_\_\_\_.
  - Other: \_\_\_\_\_  
Times normally available at this address: \_\_\_\_\_.

Please serve the papers on the Respondent as soon as possible. Please return the original Summons to me at the address above, along with proof of service or a statement that you were unable to locate the Respondent.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Petitioner *Pro Se*

\_\_\_\_\_  
Print Name

**Record of Service** (*for Sheriff's use only*)

I hereby certify that (Choose One):

- I personally served the Summons and the accompanying documents listed herein on the Respondent by delivering a copy of said Summons and documents to him/her personally on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the County of \_\_\_\_\_, State of \_\_\_\_\_.
- After due effort, I was unable to locate or serve the Respondent in the County of \_\_\_\_\_, State of \_\_\_\_\_.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Sheriff

By: \_\_\_\_\_  
Deputy Sheriff