



RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY

Division of Sheriffs

670 New London Avenue, Cranston, RI 02920
Telephone: (401) 275-2900 — Fax: (401) 275-2914



Colonel Ann C. Assumpico
Director, Department of Public Safety
Superintendent, Rhode Island State Police

Chief David M. DeCesare
Sheriff
Rhode Island Division of Sheriffs

CIVIL PROCESS-INFORMATION SHEET

PLEASE PRINT CLEARLY

ALL INFORMATION PROVIDED REMAINS CONFIDENTIAL

**YOU MUST BRING THIS PROOF OF SERVICE
TO THE COURT UPON RECEIPT**

PLAINTIFF: _____ **DATE OF BIRTH:** _____

ADDRESS: _____ **FLOOR & APT. #** _____

CITY: _____ ZIP: _____

HOME # _____ CELL # _____ WORK: _____

PERSON BEING SERVED IS THE DEFENDANT FLOOR AND APT # NEEDED

DEFENDANT: _____ **DATE OF BIRTH:** _____

ADDRESS: _____ **FLOOR & APT. #** _____

CITY: _____ ZIP: _____

HOME # _____ CELL # _____ WORK # _____

PLACE OF EMPLOYMENT: **(PERSON BEING SERVED)**

COMPANY NAME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

DAYS WORKED: _____ HOURS WORKED: _____

DESCRIPTION:

HEIGHT: _____ WEIGHT: _____ AGE: _____ HAIR: _____ RACE: _____

VEHICLE MAKE: _____ MODEL: _____ COLOR: _____

PLATE #: _____ BEARD: yes no MUSTACHE: yes no GLASSES: yes no

ANY ADDITIONAL COMMENTS OR REMARKS: