

# SHERIFF SERVICE INSTRUCTION NOTICE

Case Number \_\_\_\_\_ Case Title \_\_\_\_\_

**To request Sheriff service, complete and upload a SHERIFF SERVICE INSTRUCTION NOTICE at the time of eFiling your Summons, etc. with the Circuit Clerk. \*The filing code for the document should be "Notice." The Sheriff Service Fee associated with the service address will be charged, along with any required Circuit Clerk filing fees for the document. \*The Sheriff Service Fee is added under the "Additional Services and Fees" tab when on the Filings section.**

The Sheriff's Civil Process Division will file the completed Proof of Service with the Lake County Circuit Clerk. Once the Proof of Service is filed with the Circuit Clerk the document can be viewed/printed through your *Lake County Circuit Clerk's Online Portal* account.

**ATTORNEY / PARTY REQUESTING SERVICE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**LIST ALL PARTIES TO BE SERVED \***

**Total Sheriff Service Fees:** \_\_\_\_\_

\*Note: If you are serving an additional party for the same case and address, please choose "Add. Party-Same Case/Address" in the drop down for each subsequent party. An unknown party/occupant also requires a service fee.\*

**\*Please note that payment does not guarantee successful service\***

For questions about service fees call Lake County Sheriff's Civil Process Division at 847-377-4400.