

**INSTRUCTIONS TO SHERIFF**

Court Case NO: \_\_\_\_\_  
(required)

I (your name) \_\_\_\_\_  
hereby requests the Sheriff of Umatilla County to  
serve the following (list all documents):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am requesting service of:**

- An Individual
- A Business, LLC, LLP or Public Body

**The NAME of the person(s) or entity to be served :**

**The ADDRESS of the party to be served is**  
**(specify NE, N, SE, S etc): (include hrs available if known)**

\_\_\_\_\_  
\_\_\_\_\_

What City in Umatilla County?  
\_\_\_\_\_

**OTHER INFORMATION on PERSON TO BE SERVED:**

Nickname or former name(s): \_\_\_\_\_  
Phone #'s: \_\_\_\_\_  
Date of Birth/ or Approx Age: \_\_\_\_\_  
SEX: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
Hair Color (color/length): \_\_\_\_\_  
Scars/Tattoos: \_\_\_\_\_  
Place of **Employment** (include hrs worked /phone #if known):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANY VEHICLE (s) driven by Person to be Served:**  
**(specify color, make/model, license plate if known)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Terry Rowan  
Umatilla County Sheriff's Office  
4700 NW Pioneer Pl, Pendleton, OR  
541-966-3600



**RISK ANALYSIS** (please check all that apply)

To the best of my knowledge and belief, the party  
to be served displays or possesses the following:

- Weapons (knives, guns, swords, traps). What  
type and location on property or if person carries  
weapon with them:  
\_\_\_\_\_  
\_\_\_\_\_

- Dogs (Breed, Vicious? , Location on property, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

- Other - be specific (Past Violence, drug or alcohol use,  
Gang Affiliation, Mental status, etc)  
\_\_\_\_\_  
\_\_\_\_\_

Do you think this person may avoid service?    YES            NO

**YOUR CONTACT INFORMATION**

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

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

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

Contact Phone Numbers: \_\_\_\_\_

**SIGNATURE OF PERSON REQUESTING SERVICE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Please note that failure to complete this information could delay the service or execution of your process, or could result in returning your paperwork if it is unclear to the sheriff precisely who you want served, etc. Personal injury to a deputy sheriff could also result by omitting any information. This information will be used solely for the execution of process and for officer safety purposes. Information provided could be subject to disclosure under ORS Chapter 192.**