

# SHERIFF SERVICE INSTRUCTION SHEET

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

To request Sheriff service, complete and upload a SHERIFF SERVICE INSTRUCTION SHEET at the time of filing your Summons, etc. with the Circuit Clerk. 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 Civil Process Division will file your completed Proof of Service with the McHenry County Circuit Clerk.** Once the Proof of Service is filed with the Circuit Clerk the document can be viewed/printed through your *McHenry County Circuit Clerk Attorney Access Portal* account. If a paper copy is required, please provide the Sheriff with a self-addressed, stamped envelope.

## **ATTORNEY / PARTY REQUESTING SERVICE**

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

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

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

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

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

<b>Party Name</b>	<b>Street Address (list alternates if applicable)</b>	<b>City/Fees</b>

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

\*Note: An Unknown party is considered a service and requires an additional service fee.

For questions about service fees call **Sheriff Civil Process Division at (815)334-4720** for correct amount.