

**PRINCE WILLIAM COUNTY CIRCUIT COURT**

**REQUEST FOR SERVICE**

CASE NUMBER \_\_\_\_\_

**NAMES AND ADDRESS OF PERSON(S) TO BE SERVED:**

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

**LIST DOCUMENTS INCLUDED IN THIS SERVICE:**

(YOU MUST PROVIDE 1 COPY OF DOCUMENT(S) PER INDIVIDUAL BEING SERVED)

\_\_\_\_\_  
**TYPE OF SERVICE:**  SHERIFF  PRIVATE PROCESS  OUT OF STATE  
 OTHER (SECRETARY OF COMMONWEALTH, STATE CORPORATION COMMISSION,  
DMV, etc.)

**CLERK'S OFFICE TO PRINT THE SERVICE?**  YES  NO

**\*ANY PRINTED SERVICE NOT PICKED UP WITHIN 2 WEEKS OF ISSUE WILL REQUIRE A NEW REQUEST\***

**PRINT FROM OCRA?**  YES  NO

**WHEN SERVICE IS READY THE CLERK'S OFFICE SHOULD:**

CALL/EMAIL THIS CONTACT \_\_\_\_\_  
 MAIL THE SERVICE BACK IN THE SELF-ADDRESSED ENVELOPE PROVIDED  
 FORWARD TO THE SHERIFF OF \_\_\_\_\_ COUNTY/CITY

**NAME AND CONTACT INFORMATION OF REQUESTING PARTY:**

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

**DATE** \_\_\_\_\_