

# PLATTEVILLE POLICE DEPARTMENT

## PAPER SERVICE REQUEST

165 N 4<sup>th</sup> Street • Platteville, WI 53818 • (608) 348-2313

<b>TIMS INC #</b>
-------------------

**Please submit the following with your Request:**

- Original Paperwork and Copy of Paperwork to be served. *The copy will be returned to Requestor with Affidavit of Service.*
- **Pre-Payment of \$30.00 Paper Service Fee for 1<sup>st</sup> Attempt.** *This non-refundable fee must be submitted WITH the request.*
- Up to 4 more reasonable attempts of service will be made. *These attempts will be billed after final attempt made.*

<b>Date of Request:</b>	<b>Last Date of Allowable Service:</b>
<b>Name Person TO BE SERVED:</b>	<b>Requestor Name/Business:</b>
<b>Physical Address for Service:</b>	<b>Requestor Phone Number:</b>
	<b>Requestor Address (for Affidavit of Service):</b>
<b>Preferred Place(s) of Service:</b>	<b>Email Address (for Invoice):</b>
<b>Forbidden Place(s) of Service:</b>	<b><u>OFFICE USE ONLY</u></b> <b><u>Method of Pre-Payment (for 1<sup>st</sup> Attempt):</u></b> <input type="checkbox"/> Cash <input type="checkbox"/> Check    Receipt # _____ <input type="checkbox"/> Credit/Debit    Receipt: <u>Printed from GovPay</u> \$30 Payment Rec'd by _____
<b>Substitute Service Instructions</b> (alternate delivery, ex. leave on door, with spouse, etc):	<b><u>Method of Payment for Additional Attempts:</u></b> Invoice #: _____ # of Attempts (after 1st Attempt) _____ x \$15 = \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check    Receipt # _____ <input type="checkbox"/> Credit/Debit    Receipt: <u>Printed from GovPay</u> Payment Rec'd by _____

ATTEMPTS	DATE	TIME	OFFICER	ACTION
1 <sup>st</sup> Attempt				
2 <sup>nd</sup> Attempt				
3 <sup>rd</sup> Attempt				
4 <sup>th</sup> Attempt				
5 <sup>th</sup> Attempt				

*Instructions after Completed Service OR Maximum Attempts:*

*Return following to Requestor: Affidavit of Service, Copy of Papers Served, Receipt (if provided)  
 Provide Office Coordinator with this Paper Service Request to have Additional Attempts Invoiced  
 Office Coordinator will Scan and Attach this Completed Request to TIMS Entry*