

PLATTEVILLE POLICE DEPARTMENT

PAPER SERVICE REQUEST

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

TIMS INC #

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 1st 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.*

Date of Request:	Last Date of Allowable Service:
Name Person TO BE SERVED:	Requestor Name/Business:
Physical Address for Service:	Requestor Phone Number:
	Requestor Address (for Affidavit of Service):
Preferred Place(s) of Service:	Email Address (for Invoice):
Forbidden Place(s) of Service:	<u>OFFICE USE ONLY</u> <u>Method of Pre-Payment (for 1st Attempt):</u> <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 _____
Substitute Service Instructions (alternate delivery, ex. leave on door, with spouse, etc):	<u>Method of Payment for Additional Attempts:</u> 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 st Attempt				
2 nd Attempt				
3 rd Attempt				
4 th Attempt				
5 th Attempt				

Instructions after Completed Service OR Maximum Attempts:

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