

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

**Letter of Instruction for Service of Process**

To the Sheriff of \_\_\_\_\_ County, State of \_\_\_\_\_

I am requesting that you serve documents on \_\_\_\_\_  
Name of person

The person I would like you to serve is approximately \_\_\_\_\_ years old and  
matches the following description: \_\_\_\_\_

\_\_\_\_\_

The person I would like you to serve lives at: \_\_\_\_\_

\_\_\_\_\_

He or she lives with the following people: \_\_\_\_\_

\_\_\_\_\_

The type and color of the car he or she drives is: \_\_\_\_\_

The person works at: \_\_\_\_\_ Located at \_\_\_\_\_

Idaho requires a notarized Affidavit of Service, which I have provided.

If you have any questions, I can be reached at the following phone numbers: \_\_\_\_\_

Please return the Summons and Affidavit of Service to me at my address below.

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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