

**DISTRICT COURT OF MARYLAND FOR**

City/County

Located at

Court Address

Case No.

vs.

Plaintiff / Judgment Creditor

Defendant / Judgment Debtor

REQUEST FOR SERVICE

Please serve the attached process on the person shown.

Trial Date: _____	Type of Paper: _____
Issue Date: _____ Expiration Date: _____	Serve on: ☐ Defendant ☐ Garnishee/Agent
Received From: _____ County _____	Garnishee/Agent: _____
Special Instructions: _____	Address: _____
	City, State, Zip: _____
	☐ Other _____

ORDER FOR SERVICE

YOU ARE DIRECTED TO serve the attached process and to make your return promptly on this order. If you are unable to serve THE PROCESS, you are to make your return on this order and return the original process to the court no later than ten (10) days following the EXPIRATION of the process.

I certify:

Date

PROOF OF SERVICE

Clerk

☐ I served a summons by delivery of the complaint and all supporting papers, or of a Motion for Order Declaring Judgment Satisfied (Md. Rule 3-626), by

☐ restricted mail, return card attached

☐ alternative service pursuant to court order and Md. Rule 3-121(c) by _____

☐ first class mail service authorized by court order in accordance with Md. Rule 3-626

☐ delivery to _____

on _____ Date _____ Time _____ at _____ Name _____ Title _____ Location _____

The person I left the papers with acknowledged being: (1) A resident of above listed address; (2) 18 years of age or older; (3) of suitable discretion in that relationship to the defendant is _____ and that; (4) the above listed address is the defendant's residence or usual place of abode. The facts upon which I concluded that the individual served is of suitable age and discretion are: _____

The cost of service is \$ _____.

Description of the person served: Race _____ Sex _____ Ht _____ Wt _____ Hair _____ Eyes _____ Age _____

Other _____ ☐ and left the person served with a copy of the complaint and all supporting papers.

☐ I posted the premises at _____

☐ I ☐ levied ☐ removed the attached goods or property, and furnished a copy of the writ and schedule to any person found in possession and if the judgment debtor was not the person in possession, I mailed a copy of the writ and schedule to the judgment debtor's last known address. (If writ was received from another county, a copy of this return and schedule shall be filed in the county where judgment was entered.)

☐ I replevied the following goods: _____

☐ I was unable to ☐ serve ☐ replevy the goods ☐ levy the goods because _____

☐ I served the: ☐ Writ of Garnishment on Wages/Property on the Garnishee ☐ Show Cause Order ☐ Order to Appear for Oral

Examination in Aid of Enforcement ☐ Other _____

by ☐ restricted delivery mail, return card attached ☐ delivery to _____

and promptly after issuance/service mailed a copy of the writ to the judgment debtor's last known address.

☐ Private Process Service Fee \$ _____.

If return is made by an individual other than a sheriff or constable, I solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief and do further affirm I am a competent person over 18 years of age and not a party to the case.

Plaintiff / Plaintiff's Attorney	Attorney Number
Address	
City, State, Zip	
Defendant	
Address	
City, State, Zip	

Signature

Date

Print Name / Title if Private Process Server

Address / Telephone

ATTEMPT

1. _____ 2. _____
3. _____ 4. _____

If service is not accomplished, send refund to: _____