

**SEMINOLE TRIAL COURT**  
**Seminole Tribe of Florida**

_____	)	Case No.
	)	
Plaintiff,	)	
	)	
vs.	)	
	)	
_____	)	
	)	
Defendant	)	
_____	)	

**PROCESS SERVICE MEMORANDUM**

**TO:** ( ) Sheriff's Department County: \_\_\_\_\_

( ) Private process server: \_\_\_\_\_

Please serve the *{name of document(s)}* \_\_\_\_\_

in the above-styled cause upon:

Party: *{full legal name}* \_\_\_\_\_

Address or location for service: \_\_\_\_\_

Work Address: \_\_\_\_\_

If the party to be served owns, has, and/or is known to have guns or other weapons, describe what type of weapon(s): \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Party \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address(es): \_\_\_\_\_

**If this is a domestic violence case, do not enter this information if your address or telephone number need to be kept confidential for safety reasons; instead write confidential in the spaces provided and file.**

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE  
BLANKS BELOW:** [fill in **all** blanks]

I, *{full legal name and trade name of nonlawyer}* \_\_\_\_\_, a  
nonlawyer, located at *{street}* \_\_\_\_\_, *{city}* \_\_\_\_\_,  
*{state}* \_\_\_\_\_, *{zip}* \_\_\_\_\_, *{phone}* \_\_\_\_\_, helped *{name}* \_\_\_\_\_,  
who is the petitioner, fill out this form.