



Kevin F. Coppinger
Sheriff
Kerri L. Patterson
Assistant Superintendent

Essex County Sheriff's Department

Civil Process Division

P.O. Box 2019
35 Congress Street, Suite 2100A
Salem, MA 01970



Telephone 978-750-1900
ext. 3590
Fax 978-741-2585

Service Information Sheet

Today's Date: _____

Plaintiff Information

Name: _____
Street: _____ Apt/Unit #: _____
City/Town: _____ Zip: _____
Phone number: _____
Email: _____

Defendant/Service Information

Name: _____
Street: _____ Apt/Unit #: _____
City/Town: _____ Zip: _____
Phone number (if available): _____
Special Instructions: _____

*****For office use only*****

Payment Amount: _____

Method of Payment: _____

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