

SHERIFF SERVICE INSTRUCTION SHEET

Case Number _____ Case Title _____

To request Sheriff service, complete and upload a SHERIFF SERVICE INSTRUCTION SHEET at the time of filing your Summons, etc. with the Circuit Clerk. The Sheriff Service Fee associated with the service address will be charged, along with any required Circuit Clerk filing fees for the document.

The Sheriff Civil Process Division will file your completed Proof of Service with the McHenry County Circuit Clerk. Once the Proof of Service is filed with the Circuit Clerk the document can be viewed/printed through your *McHenry County Circuit Clerk Attorney Access Portal* account. If a paper copy is required, please provide the Sheriff with a self-addressed, stamped envelope.

ATTORNEY / PARTY REQUESTING SERVICE

Name: _____

Address: _____

City, State Zip: _____

Phone: _____ Email Address: _____

LIST ALL PARTIES TO BE SERVED *

Party Name	Street Address (list alternates if applicable)	City/Fees

Total Sheriff Service Fees _____

*Note: An Unknown party is considered a service and requires an additional service fee.

For questions about service fees call **Sheriff Civil Process Division at (815)334-4720** for correct amount.