



# NORFOLK SHERIFF'S OFFICE PRO SE COVER LETTER



Please fill out the following form and submit it along with your original documents to be served and prepayment\* (bank check or money order) to the Norfolk County Sheriff's Office.

DATE: \_\_\_\_\_

PREPAYMENT AMOUNT: \_\_\_\_\_

## **PLAINTIFF INFORMATION**

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE (REQUIRED) \_\_\_\_\_

EMAIL \_\_\_\_\_

## **DEFENDANT INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE (IF AVAILABLE) \_\_\_\_\_

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Most services require a \$65 prepayment per service from which you may receive a refund if the cost of service is less than \$65. For special services (executions on money judgment, evictions, and capias) or if there are multiple defendants you need to serve please contact our office.

PLEASE MAIL THIS FORM ALONG WITH YOUR ORIGINAL COURT DOCUMENTS AND APPROPRIATE PREPAYMENT TO P.O. BOX 699245 QUINCY, MA 02269. ALTERNATIVELY YOU MAY DROP OFF THE SERVICE AT OUR OFFICE AT 181 PARKINGWAY QUINCY MA. FOR QUESTIONS REGARDING FEES OR IF THIS IS AN URGENT SERVICE PLEASE CALL 781-326-1787