



NORFOLK SHERIFF'S OFFICE

PRO SE COVER SHEET

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

DATE: _____

PRE-PAYMENT AMOUNT: _____

PLAINTIFF INFORMATION

Name: _____

Street _____ City/Town _____ Zip _____

Phone (required) _____ Cell: _____

Email _____

DEFENDANT(S) INFORMATION

Name: _____

Street _____ City/Town _____ Zip _____

Phone (if available) _____ Cell: _____

NOTES:

* Most services require a \$65 prepayment for a single defendant from which you will 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 as different fees will apply

PLEASE MAIL THIS FORM ALONG WITH YOUR ORIGINAL COURT DOCUMENTS AND APPROPRIATE PRE-PAYMENT 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