



STEELE COUNTY SHERIFF'S OFFICE

CIVIL PROCESS DIVISION

2500 Alexander St SW, Owatonna MN 55060

Office: (507) 444-3800

Fax: (507) 444-7060

scsccivil@SteeleCountyMN.gov

PARTY WE ARE SERVING:

Name(s): _____

STEELE COUNTY Address: _____

Apartment #: _____ City: _____

*If this is an apartment building, is there a code/lockbox to enter? (if known) _____

BUILDING MANAGER TO CONTACT (Name & Phone #) _____ Best Day(s) & Time to Serve: _____

Main Phone #: _____ Work Phone #: _____ Other Phone #(s): _____

Work Address: _____ Work Hours: _____

Alternate Address(es): _____ Facebook or Other Social Media Info: _____

Other Contacts (i.e. do we need to contact a caretaker for entry, etc):

Name: _____ Phone: _____

DESCRIPTION (If Known):

Date of Birth and/or Age: _____ Male/Female _____ Eye/Hair Color: _____

Height: _____ Weight/Build: _____ Facial Hair: _____ Glasses? Y/N

Other Descriptors/Info: _____

Vehicle Info: Make/Model: _____ Color: _____ Year: _____ Plate: _____

SAFETY INFO: Known Weapons? _____ Dangerous Animals? _____ Drug/Alcohol Abuse? Y/N

BILLING/CONTACT INFO

(This is where the certificate of service and invoice will be sent)

Name: _____ Phone: _____ Alt Phone: _____

Address: _____ City: _____

State: _____ Zip: _____ E-Mail: _____

How do you want to receive your certificate of served/unserved process:

Mail ☐

Email ☐

Pickup In Person: ☐