

Rule 17.100—Form 106: Directions for Service of Original Notice

Petitioner must complete this form if the sheriff or a process server will deliver the Petition and Original Notice to Respondent.

Do not use this form if Respondent has already received the Petition and Original Notice.

Do not file this form with the clerk of court in paper or electronically.

Give this form to the sheriff or other process server with your Petition (101) and Original Notice (104 if electronically filing or 104a if filing in paper).

If you do not understand how to use this form, or if you should use this form, talk to an attorney.

County where Petition is filed

Equity case number

1. Name and Location of Sheriff or Other Process Server

Check one and fill in the blanks

A. **Sheriff** *In county where Respondent will be served*

_____ County

Street address

City

State

ZIP code

B. **Other process server**

Name of other person serving the Notice

Street address

City

State

ZIP code

2. Person to be Served

Your spouse's name

(_____) _____
Phone number

Address where your spouse can be served

City

State

ZIP code

3. Person Requesting Service

Your name

(_____) _____
Phone number

Your present mailing address

City

State

ZIP code

4. Special Instructions for Service *Provide information that will help the sheriff or process server.*

Continued on next page

5. Costs of Service

Check one

A. Petitioner will pay the costs of the Sheriff or other process server.

If you cannot afford the costs, file form 109.

B. Costs for Sheriff deferred by court order: _____

*Clerk of court: Sign only if costs deferred
by court order*

6. Notification

After completion of service, the sheriff or other process server will notify the person requesting service.

_____, 20_____
Date signed: Month Day Year Your signature