

Letter of Instruction

To: Oneida County Sheriff
From: _____
Address: _____

Phone: _____
Case#: _____

Name of Person(s) to serve (If you have multiple defendants and you only want one served, you MUST indicate which one you want us to serve): _____

Physical Address for Service – Required. (If this is a writ service you must still include the last known address of the defendant): _____

Employment if known: _____

Last known mailing address (necessary for garnishments): _____

Additional information to help with service: _____

For WRIT service, describe the type of property that you are requesting seized. If wages: name & address of employer. If bank service: name & address of bank, and include a \$5.00 check for search fee made payable to the bank. Both wage & bank seizures should include a social security number and date of birth of defendant if known.

(Date)

(Signature)