

PLEASE NOTE ****
THE CIVIL PROCESS OFFICE IS LOCATED AT 22 COTTAGE STREET IN BROCKTON. OUR MAILING ADDRESS IS PO BOX 1663 BROCKTON MA 02303. PRO-SE / ATTORNEY DROP-OFF SLIP

BILLING PARTY (PLTF OR ATTY) **MAILING ADDRESS** AND PHONE NUMBER

**** _____ **YOUR MAILING ADDRESS PLEASE**

(_____) - _____ CELL # OR BEST # TO REACH YOU AT WITH QUESTIONS

DEFENDANT'S (PARTY BEING SERVED) NAME & ADDRESS

*****PLEASE INCLUDE BOTH A SERVICE ADDRESS AND A MAILING ADDRESS FOR PERSON BEING SERVED (IF DIFFERENT)**

_____APT # OR FLOOR IF APPLICABLE

PHONE _____

IF THIS NEEDS TO BE SERVED IMMEDIATELY, YOU MUST SPEAK TO SOMEONE IN THE BROCKTON OFFICE TO MAKE THOSE ARRANGEMENTS (508) 580-2110 EXT 0. IF YOU DROP THIS OFF IN PLYMOUTH, THIS PAPERWORK TAKES AT LEAST 24 HOURS TO MAKE IT TO OUR CIVIL OFFICE IN BROCKTON AND THEN NEEDS TO GO TO THE DEPUTY FOR SERVICE

SPECIAL INSTRUCTIONS:

FEES FOR SERVICE
