



Oneida County Sheriff's Office

SHERIFF
Doug Williams

LETTER OF INSTRUCTIONS

Information of party requesting service (PLAINTIFF):

Name: _____ Case #: _____

Email: _____

Date of Birth: _____ SS# or DL#: _____

Phone: _____

Mailing Address:

Information of party to be served (DEFENDANT):

Name(s): _____

Date of Birth: _____ SSN or DL#: _____

Phone: _____

Physical Address:

Place of Employment & Address (*required for Garnishments*):

*For Bank/Credit Union Garnishments: (plus an additional \$7 check made payable to the bank or credit union)

Bank Name & Address:

Account Number and/or SSN (*required*):

Documents to be served:

☐ Garnishment on WAGES ☐ Garnishment on BANK OR CREDIT UNION ☐ EVICTION

☐ Summons & Complaint ☐ Summons, Claim & Answer ☐ Summons & Petition

☐ Other (please list):

Notes for service: _____

Upon signing this instruction form, I acknowledge that all expenses incurred when executing on the above will be my responsibility. *The prepaid fees are non-refundable after an attempt for service has been made.*

Signature: _____ Date: _____