

IOWA PROCESS SERVICE INSTRUCTIONS FOR SERVICE

Contact Information:

Your Name: _____ Firm: _____

Phone: _____ Email: _____

Service Information:

Person / Corporation we are serving: _____

Address for Service: _____

Priority: _____ Routine _____ Rush _____ Special deadline: _____

Type of Service Required:

_____ Substitute serve a co-resident
over the age of 18 (*allowed by Iowa law*)

_____ Personal Service is required
**extra mileage or wait time charges may apply
If personal service is required*

_____ Corporate Service;
serve an authorized person

_____ Other: _____

Additional information: Provide any additional information that may be helpful in completing this service: phone number of defendant, place of employment, etc., special laws from your state:

Return Affidavit to:

_____ Client's Office

_____ IPS Should File with Clerk with copy to Client (add \$5)
**Available in Polk County, Iowa, only*

Any additional instructions for Iowa Process Service:

