

**INSTRUCTIONS TO PROCESS SERVER  
FOR SERVING WRIT OF EXECUTION**

PROCESS SERVER \_\_\_\_\_

Court Case No. \_\_\_\_\_

Plaintiff \_\_\_\_\_

Defendant \_\_\_\_\_

Attorney Firm/Person Requesting Service \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Person \_\_\_\_\_

Mail Address \_\_\_\_\_

Street Number, Box Number

City

ZIP

INFORMATION ABOUT THE DEBTOR

Debtor's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ ID/Driver's Lic. No. \_\_\_\_\_ State \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Employer \_\_\_\_\_

Work Location \_\_\_\_\_ City \_\_\_\_\_

Additional Information \_\_\_\_\_

INSTRUCTIONS FOR SERVING WRIT

- Documents:
- *General Writ of Execution* (CIV-500)
  - *Creditor's Affidavit* (CIV-505) (if no Notices are being served)

Serve Writ on \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Directions:

INSTRUCTIONS TO PROCESS SERVER RE DEBTOR PACKET

The Debtor Packet, per Civil Rule 69(g), includes a copy of the filled-out *Creditor's Affidavit* (CIV-505); *Notice of Levy* (CIV-510); *Claim of Exemptions* (CIV-515); and *Judgment Debtor Booklet* (CIV-511). Updated forms can be downloaded at [www.courts.alaska.gov/forms.htm](http://www.courts.alaska.gov/forms.htm).

- Creditor will provide Debtor Packet to process server for service.
- Creditor will serve Debtor Packet by certified mail.
- No Debtor Packet is required because either the PFD is the only item being seized or the debtor is a corporation.