

Date: October 5, 2005

John Doe

(Marshal's Name)

111 Court St

(Address)

Plainville CT 06100

(City, State)

Dear Marshal:

Enclosed please find a **Motion for Modification**
 Motion for Contempt

(check correct box)

to be served on Joe Jones

The best place to serve him/her is at his/her home address at 55 Old Town Rd,
Smallville, CT between the hours of 6pm and 7pm or at his/her
place of employment, Millpond Tool Co., located at
17 Center St, Plainville CT, between the hours of 8am and 4pm.

Joe Jones is 38 years old, 6 ft tall, and
(Name of person to be served)

weighs about 225 lbs, has curly blonde hair, and a beard.
(physical description).

Please make your return of service to me and (check one)

bill me directly, or

submit to State of CT for payment in accordance with enclosed order to waive fees.

check appropriate box

Please file proof of service with this court at least six days before the hearing. Please call me if you have any questions. Thank you.

Sincerely,

Jane Miller

(Your Name)

11 Hall Rd

(Your Street Address)

Smallville, CT 06000

(Your City, State, Zip)

860-555-1111

(Your Telephone Number)