



The Commonwealth of Massachusetts
Middlesex Sheriff's Office

Sheriff Peter J. Koutoujian

40 Brick Kiln Road, Chelmsford MA 01824 • (617) 547-1171

Filling out this page is only necessary if you do not have your own cover letter.

Please mail the completed sheet with payment directly to our office for processing.

Cover Sheet For (Circle One): Capias (Notice only) Capias (Physical Arrest)

Date: _____

Your Name: _____

Plaintiff's Name (if Different): _____

Your Address: _____

Your Phone #: _____

.....
Defendant's Name: _____

Defendant's Address: _____

.....
Other Info For Defendant: (If Available)

Deft Phone Number: _____

Deft Business Address: _____

Description (For Arrest): _____

SS#: _____ DOB: _____

.....
Other Info:

Court Name: _____ Expiration Date: _____

Docket Number: _____ Balance Remaining on Judgement: _____

.....
Prepayment Amount: \$60.00 \$360.00* Contact our office for fee*
 (Notice Only) (Middlesex County (Out of County Court
 Court Physical Arrests) (Physical Arrests)

*** Fee includes research, multiple attempts and time spent at court.**