

**SHERIFF'S RETURN COVER LETTER**  
**CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS**  
**STATE OF LOUISIANA**

**MARLIN N. GUSMAN, SHERIFF ORLEANS PARISH**

421 Loyola Avenue, Suite 403 Civil Courts Bldg, New Orleans, LA 70112  
 Phone: (504) 679-6380 FAX: (504) 525-4912  
 Web: <http://OPSO.us> E-Mail: [Info@opso.us](mailto:Info@opso.us)

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

versus

PARTY TO BE SERVED: \_\_\_\_\_

THROUGH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUITE/ROOM: \_\_\_\_\_

CITY: \_\_\_\_\_

SPECIAL SERVICE INSTRUCTIONS: \_\_\_\_\_

DOCUMENT TYPE: \_\_\_\_\_

FILED BY ATTORNEY: \_\_\_\_\_ BAR NO. \_\_\_\_\_

DATE OF FILING: \_\_\_\_\_

ATTACHMENTS/EXHIBITS: \_\_\_\_\_

**RETURN FOR PERSONAL SERVICE**

On the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ served  
 a copy of the within \_\_\_\_\_  
 \_\_\_\_\_ On  
 \_\_\_\_\_ in  
 person \_\_\_\_\_

Return same day

Deputy Sheriff of Orleans Parish

**ENTERED**

PAPER

RETURN

SERIAL NO.

DEPUTY

PARISH

**DOMICILIARY SERVICE**

On this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ served  
 a copy of the within \_\_\_\_\_  
 \_\_\_\_\_ on \_\_\_\_\_  
 by leaving same at \_\_\_\_\_ domicile or usual  
 place of abode \_\_\_\_\_  
 in the hand of \_\_\_\_\_  
 a person of suitable age and discretion, residing therein as a  
 member of \_\_\_\_\_ domiciliary  
 establishment, whose name and other facts  
 connected with this service I learned by interrogating  
 the said \_\_\_\_\_  
 the said \_\_\_\_\_ being  
 absent from \_\_\_\_\_ domicile at time of said service.

Returned same day

Deputy Sheriff of Orleans Parish