**Date:** [Insert Date]

**To:** [Investigator Name/Agency]
[Agency Address]
[City, State, Zip Code]

**RE: INSTRUCTION FOR SERVICE OF PROCESS (EVASIVE SUBJECT)**

**Case Name:** [Insert Case Name]
**Court Case Number:** [Insert Case Number]
**Subject Name:** [Insert Name of Person to be Served]

Dear [Investigator Name],

This letter serves as formal instruction to effect service of process upon the above-named subject. Previous attempts at standard service have failed, as the subject is actively evading service. Please prioritize this matter according to the details below.

**1. SUBJECT INFORMATION:**

- **Primary Address:** [Insert Last Known Address]
- **Physical Description:** [Insert Height, Weight, Hair/Eye Color, Tattoos]
- **Vehicle Info:** [Insert Make, Model, Color, License Plate]
- **Employment:** [Insert Employer Name and Address, if known]

**2. EVASIVE BEHAVIOR HISTORY:**
[Describe known tactics, e.g., not answering the door despite being inside, using Ring doorbells to screen visitors, or exiting through back entrances].

**3. SCOPE OF WORK:**

- Conduct a "Skip Trace" to verify current residency and workplace.
- Perform surveillance/stakeout to identify the subject's patterns of movement.
- Utilize "Subterfuge" or "Pretext" methods where legally permitted to confirm the subject's presence.
- Provide photographic or video evidence of the subject if service is refused or physically avoided.

**4. DEADLINE & DOCUMENTS:**
Service must be completed no later than [Insert Date]. Enclosed are the following documents: [List documents, e.g., Summons, Complaint, Subpoena].

**5. REPORTING:**
Upon completion, please provide a notarized Proof of Service. If service is unsuccessful despite diligent efforts, provide a detailed "Affidavit of Due Diligence" outlining all attempts and observations for the purpose of seeking an order for substituted service.

Please confirm receipt of these instructions and provide an estimate of your fees before proceeding.

Sincerely,

[Your Name/Law Firm Name]
[Your Phone Number]
[Your Email Address]