[Date]

[Process Serving Agency Name]
[Address]
[City, State, Zip Code]

RE: INSTRUCTION FOR SERVICE OF PROCESS - EVASIVE DEFENDANT

Case Name: [Plaintiff Name] v. [Defendant Name]
Court Case Number: [Case Number]
Documents to be Served: [e.g., Summons, Complaint, Initial Discovery]

To [Name of Specific Server or Agency Contact],

Please serve the enclosed legal documents upon the Defendant identified below. Please be advised that this individual has been actively evading service.

DEFENDANT INFORMATION:

- **Name:** [Defendant Full Name]
- **Primary Address:** [Home Address]
- **Alternative Address:** [Work/Business Address]
- **Physical Description:** [Height, Weight, Hair Color, Identifying Marks]
- **Vehicle Info:** [Make, Model, Color, License Plate Number]

SPECIFIC INSTRUCTIONS FOR EVASIVE SERVICE:

- **Surveillance:** You are authorized to perform [Number] hours of stakeout/surveillance if the defendant does not answer the door during standard attempts.
- **Timing:** We suggest attempting service during [Early Morning/Late Evening/Weekends] as the defendant has avoided standard business hour attempts.
- **Tactics:** [e.g., Please do not use a marked vehicle; Defendant monitors doorbell cameras.]
- **Substitute Service:** If personal service is unsuccessful after diligent effort, please notify us to discuss a motion for substitute service or "nail and mail" if permitted by local rules.

REPORTING REQUIREMENTS:

Please provide a detailed **Affidavit of Due Diligence** if service cannot be completed, documenting every date, time, and specific reason service was unsuccessful (e.g., lights on, car in driveway, sounds inside, but no answer). This is required for our application for an Order for Alternative Service.

Upon completion, please return the original Affidavit of Service to my office at the address below.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Law Firm/Company Name]
[Your Phone Number]
[Your Email Address]