

### **INSTRUCTIONS TO THE CONSTABLE**

1. List all the items seized on the Appointment of Keeper. Both you and the Keeper must sign.
2. List all the items seized on the Notice of Seizure on the front of the papers to be served on Defendant(s). If there is more than one defendant, you must list items on each separate Notice of Seizure. You must sign the notice.
3. The notice and all attached documents must be served by either personal or domiciliary service. They are not be posted or left in the apartment. If no one is home, leave the attached notice. When they call, you can make service on them.
4. Take the Appointment of Keeper back to the Justice of the Peace to be filed.

### **INSTRUCTIONS TO THE KEEPER**

1. You must sign the Appointment of Keeper form before you leave the site of the Seizure.
2. You should go by the Justice of the Peace office within 24 hours for a certified copy of the Appointment of Keeper as it is likely the Constable will not be able to make one for you in the field.
3. The property may not be stored outside the jurisdiction of this court without *written authorization from the Constable*.
4. You may not use any of the property until it is adjudicated to you by the court.
5. You are responsible for the safekeeping of the property.