

**RULE L400. SERVICE BY SHERIFF.**

A party filing a complaint, or any other pleading that constitutes original process which is to be served by the Sheriff's Office, shall deliver to that office a certified copy of the complaint or pleading for each party to be served, together with instructions for service on a form available from the Sheriff's Office. The Sheriff shall have the right to require payment for the requested service before service is made or attempted, unless the party seeking service has been given the right to proceed *in forma pauperis*.