

Tips on Locating People

To begin a court case, you must be able to find the person whom the case is against. Below you will find lots of tips on how to locate someone. If you are having a difficult time finding someone, you will need to do something called “alternate service.” (Ask the clerk of the court where you have filed.)

Common Sense

The best tool you have to find someone is your common sense. Think about who their friends are, what they like to do and where they like to go.

Last Known Address

Attempt service by process server or certified mail if you know the defendant's last known address.

Friends and Relatives

Contact any known relatives or friends of the defendant.

Employers

Contact the defendant's employer or last known employer.

Phone Directories

Check phone directories and city directories in all towns or cities where you think the defendant may live. Your public library may have phone directories for other cities, and many city phone directories are available on the Internet.

Municipal Tax Departments

Contact the municipal (city) tax department in all cities where you think the defendant may live.

Utility Companies

Call telephone information and utility companies in all cities where you think the defendant may live.

Letters of Inquiry

Send a letter of inquiry to any person who you think might have some knowledge or information as to the defendant's whereabouts. You are more likely to get a response if you include a self-addressed, stamped envelope for the person to respond.

Military

If you think the defendant is in the military, you may contact the military locator service:

Air Force: (210) 565-2660

Army: (317) 510-3644

Marines: (703) 784-3942 or (800) 268-3710

Navy: (866) 827-5672

Coast Guard: (800) 842-8740

If you are a dependent, you also may be able to locate the member by contacting the First Sergeant of the last known unit.

The person may be:

Incarcerated-Contact the state dept. of corrections. (You may have to send a letter to all 50 states.)

On probation - state/municipal misdemeanor probation

If you believe that the defendant is on misdemeanor probation, you can check their court file for their address. They are responsible for maintaining their current address with the court. If the crime was domestic violence, the victim/witness program coordinator at the prosecutor's office may have a current address.

On probation - state felony probation (contact the state's department of corrections)

Incarcerated - federal facility

You can check the VINE website to see which prison the defendant is in.

<https://www.vinelink.com/vinelink/initMap.do>

To find someone in a federal facility, check the online inmate locator website at www.bop.gov/iloc2/LocateInmate.jsp. If the party is between trial and sentencing, contact the Chief Classification Officer of the Department of Corrections to find out where the defendant is being held. The state houses federal prisoners until they are sentenced and flown to a federal facility.

On probation - federal probation—contact the federal dept. of corrections.

Department of Motor Vehicles (DMV)

If you can certify that you are trying to find the information for a court case, DMV may provide a printed copy of the vehicle record, which provides the name and mailing

address of the owner and lien holder (if any), year, make, model, VIN, color and license plate number.

State Recorder's Office

You can search the State Recorder's Office website to find out what property a person owns. This service is free. Every state has the equivalent of the Recorder's Office, although the department may go by other names, such as the Register of Deeds.

Court System Records

You can search Court System's records on-line to see whether the person is involved in any court cases. This service is free. If you do find a case number, you can contact the local court and ask to see the court file to find the person's address.

Process Servers

A process server is a specially licensed person who is authorized to serve certain types of legal documents. While fees vary, it generally costs about \$50 to \$75 plus mileage and time. Process servers can serve legal documents just about anywhere, not just at someone's home. If the process server has a good physical description, he or she can wait at the airport, a bar, or other places for someone to show up.

Private Investigator

Hiring a private investigator is your most expensive option, but they may be able to do more detailed searches. You can find private investigators in the yellow pages. If you are trying to find one in another state, you may also try doing an internet search for "private investigator" and the name of whatever state you are interested in. Many states require a PI to be licensed. To learn more about state licensing requirements in other states visit http://www.tracersinfo.com/links/pi_licensing.html.

Reverse Directories

A reverse directory, sometimes also called a Polk directory, lets you look up someone by phone number to get an address. Reverse directories are available at your local library and may be available at your phone company. Many web-based search services also provide reverse directory services such as www.internetpeoplesearch.com/reverse_lookup.html.

Other Internet Resources

Internet search engines and web-based businesses may be able to assist you in locating an individuals throughout the United States. For example, search for a person's name using Google (www.google.com), or search the topic locating people or missing people to get a list of websites that can provide additional pointers.

Here is a list of websites that can help you find people. You can also search the Internet for additional websites.

www.ussearch.com/consumer/index.jsp

You can also call them at 1 -800-US-SEARCH for assistance on finding someone. They also have a free search for finding military people on this website.

www.Anywho.com

AnyWho is a free directory service with residential, business, and government white and yellow page listings.

www.whitepages.com

This is a free directory service.

www.internetpeoplesearch.com

You can learn some strategies from this website on how to locate people.

www.switchboard.com

This is a free directory service.

www.zabasearch.com

This is a free directory service.