

Serving General Papers

Court Case No. _____

Provide **three (3) complete copies** of the papers you want served.

GENERAL INFORMATION

The Sheriff's Office Civil Bureau will attempt to serve your papers at the address you provide, but we do *not* guarantee successful service and we do *not* provide rush service. If the time for service is short or if the person to be served is evading service, you may wish to consider other options for service. Generally, anyone over the age of 18 and not named as a party to the action may serve papers.

| Papers | MUST BE SERVED WITHIN THIS TIME FRAME | Substitute Service | Code Section |
|--|--|---------------------------|--------------------------|
| <input type="checkbox"/> 3/30/60/ Day Notice (Tenant/Landlord) | No time restrictions | No time restrictions | CCP 1162 |
| <input type="checkbox"/> Summons & Petition | No time restrictions | No time restrictions | CCP 415.20-415.50 |
| <input type="checkbox"/> Summons & Complaint | No time restrictions | No time restrictions | CCP 415.20-415.50 |
| <input type="checkbox"/> Summons & Complaint-UD | No time restrictions | No time restrictions | CCP 415.20-415.50 |
| <input type="checkbox"/> Notice of Motion/Hearing | 16 court days prior to the court date | Usually not allowed | CCP 1005 |
| <input type="checkbox"/> Order to Show Cause (not TRO) | 16 courts days prior to the court date | Usually not allowed | CCP 1005 |
| <input type="checkbox"/> Order After Hearing (not TRO) | As ordered | Usually not allowed | Varies |
| <input type="checkbox"/> Order of Examination | 10 days prior to the court date | Usually not allowed | CCP 708.110-120, 491.110 |

1. To the Sheriff of Sonoma County: You are instructed to serve the papers checked above. Identify all the papers in the packet you are asking us to serve: _____

2. Is there a Court date? YES NO **What is the court date? (Required)** _____

3. Who do you want us to serve? Person Business Public Entity **CHECK ONE**
Provide the name of the individual, business or public entity exactly as it appears on your legal papers. If the name does not match your legal papers, the Sheriff will not act upon your instructions. Complete a separate instruction sheet for each party you want served. Provide the best address for daytime service. **We cannot look up, verify, or provide a service address for you. Service attempts will only be made at the address(es) listed below.**

Name: _____
Individual, Business or Agency Name Person Authorized for Service Title
Address: _____
 Home Work Other _____

Alternate Address: _____
 Home Work Other _____

4. Safety Hazards: List any safety hazards associated with serving this party: _____

5. Your Information: We will mail the original Proof of Service to you at this address for you to file with the court.

Name: _____ Phone: _____
Address: _____

I authorize the Sheriff to serve the attached papers by substitute service, when allowable.

Signature: _____ Date: _____
 plaintiff plaintiff's attorney of record assignee of record.

NOTE: Papers are processed in the order received. We do not promise to serve on specific dates or times.
All paperwork must be valid and complete prior to processing. Paperwork will be returned by mail if any additional information is required. Any changes or corrections made to a Writ after issued by the Court must be initialed by a Court clerk.