

## Instructions to submit Temporary Restraining Order service requests *(California issued only)*

While the Shelter in Place Order is in effect the Sheriff's Office will accept California issued Temporary Restraining Orders (TRO) by three forms of submission: email, facsimile, or by scheduling an appointment for in-person delivery at the Sheriff's Main Administration Office. Please see below for instructions based on the form of submission. Please note requirements may vary depending on the chosen form of submission.

The Sheriff's Office must receive the below items before the levying officer may perform services. Instructions to Sheriff must be signed by an original (wet ink), electronic signature or typed name.

1. Signed Sheriff Instructions Form SH CIV-206. [Restraining Order Service](#) Instructions
2. One (1) complete copy of the papers to be served.
3. Payment if required, see below:
  - **Granted Orders** - No payment due.
  - **Denied Orders** - Check made payable to the *Sonoma County Sheriff* in the amount of \$40.  
Mail to: Civil Bureau  
2796 Ventura Avenue  
Santa Rosa, CA 95403  
*Include case number on check*

Following Code of Civil Procedure sections 262 and 263, the Sheriff will accept one of the following methods in which to submit your service request. Please select only one method and provide the information as outlined below:

### 1) **Email:**

Email items 1 & 2 from above to: [Sheriff-Civil@sonoma-county.org](mailto:Sheriff-Civil@sonoma-county.org). In the email subject line, include "TRO" and case number.

Code of Civil Procedure section 263.4:

- (b) An electronic record transmitted to a levying officer shall be accompanied by all of the following information:
1. The name of the sender.
  2. The electronic address of the sender.
  3. The name of the levying officer.
  4. The electronic address or fax number of the levying officer.
- (c) The person transmitting the electronic record shall do both of the following:
1. Retain the paper version of the record or document.
  2. Deliver the paper version of the record or document to the levying officer within five days after a request to do so has been mailed to the sender by the levying officer.

### 2) **Facsimile:**

Fax items 1 & 2 from above to: (707) 526-0403 with subject as "TRO" and case number.

Code of Civil Procedure section 263.3:

- (b) A facsimile cover sheet shall accompany the faxed record or document and include all of the following information:
1. The name of the sender.
  2. The fax number of the sender.
  3. The name of the levying officer.
  4. The fax number of the levying officer.
  5. The description of the record or document, including its name, if any, and the number of pages.
  6. A statement directing the recipient of the faxed document or record to fax to the sender a confirmation, if true, that the fax was properly received.
- (c) A person authorized to fax a record or document to the levying officer shall do all of the following:
1. Retain the paper version of the record or document.
  2. Print or otherwise retain a transmission record of the fax transmission.
  3. Deliver the paper version of the record, document, or transmission record to the levying officer within five days after a request to do so has been mailed to the sender by the levying officer.

**3) Delivery, in-person by appointment:**

1. Contact the Sheriff's Civil Bureau at (707) 565-2751, or by email [Sheriff-Civil@sonoma-county.org](mailto:Sheriff-Civil@sonoma-county.org). Appointments are available between 9:00am to 4:00pm Monday through Friday.
2. Submit:
  - One (1) complete copy of all papers to be served.
  - Signed Sheriff's Instruction Form SH CIV-206. [Restraining Order Service Instructions](#)
  - Payment if required, see below:
    - **Granted Orders** - No payment due.
    - **Denied Orders** - Check payable to the *Sonoma County Sheriff* in the amount of \$40.  
Mail to: Civil Bureau  
2796 Ventura Avenue  
Santa Rosa, CA 95403  
*Include case # on check*
3. Retain a copy for your records.