

Serving Small Claims Papers

Court Case No. _____

Provide **two (2) 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"/> SC-100 Small Claims - Plaintiff	15 days prior to the court date	25 days prior to court	CCP 116.340
<input type="checkbox"/> SC-120 Small Claims - Defendant	5 days prior to the court date	15 days prior to court	CCP 116.360
<input type="checkbox"/> SC-134 Application & Order for Examination	10 days prior to the court date	Not allowed	CCP 116.820, 116.830
<input type="checkbox"/> AT-138/EJ-125 Application & Order for Exam	10 days prior to the court date	Not allowed	CCP 491.110, 708.110, 708.120

1. **To the Sheriff of Sonoma County:** You are instructed to serve the papers checked above. List all the papers in the packet you are asking us to serve (ex. SC-100, SC-120, etc.): _____

2. **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 listed below.**

a) If you are serving a **Person**, write the person's name below exactly as it appears on your papers:

b) If you are serving a **Business** or **Public Entity**, write the name of the business or public entity exactly as it appears on your papers. Include the name of the person authorized for service and their title:

Business or Agency Name

Person Authorized for Service

Title

For more information on Small Claims services, please refer to SC-104C "How to Serve a Business or Public Entity".

4. **Address for Service:** Provide a complete address for personal service (required). **We cannot look up, verify, or provide a service address for you. Service attempts will only be made at the address(es) listed below.**

Address: _____
 Home Work Other _____

Alternate Address: _____
 Home Work Other _____

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

6. **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: _____

EMAIL: _____

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 initiated by a Court clerk.