

# INSTRUCTIONS TO SHERIFF – TEMPORARY/PERMANENT RESTRAINING ORDER

Please **PRINT** clearly and provide as much information as possible.

Our normal hours of service are 8:00am to 3:00pm, Monday through Friday, and we observe all court holidays.

## Person to be served:

Name : \_\_\_\_\_  
Print First and Last

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City State ZIP

Employer Name: \_\_\_\_\_ Work hours: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City State ZIP

Other Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City State ZIP

What is the relationship of other address to defendant (parents, friends, school, etc.)? \_\_\_\_\_

Which address is the best location for service between 8:00 am and 3:00 pm?  Home  Work  Other

Is this a <b>MOVE OUT ORDER?</b> Y / N	Is the defendant violent towards Peace Officers? Y / N
Is this a <b>CHILD PICK UP ORDER?</b> Y / N	Is the defendant in jail? Y / N
Who has <b>PHYSICAL CUSTODY</b> of child (children) now: <b>YOU</b> <input type="checkbox"/> <b>PERSON BEING SERVED</b> <input type="checkbox"/>	Do you know defendant's xref number:
	Is there a firearms surrender order? 24hrs 48 hrs other:

## Physical Description of person being served:

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_

Distinguishing Marks, scars or tattoos: \_\_\_\_\_

Vehicle Description (year, make, model, color, license number, etc.): \_\_\_\_\_

Date TRO Signed/Endorsed: \_\_\_\_\_ TRO expires on (Court Date/Time): \_\_\_\_\_ Dept: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

Copies filed with:  Police  Sacramento Sheriff  Other (specify): \_\_\_\_\_

Will he/she avoid service? Yes No Don't know

Additional Comments (weapons, vicious dogs, prior violence): \_\_\_\_\_

## Information about you (must be plaintiff or attorney of record):

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Print First and Last

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Street City State ZIP

Other Phone: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_