

INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF SACRAMENTO:
(The Sheriff must have written and signed instructions by the Plaintiff representing himself/herself or the Attorney of record in accordance with California Civil Procedure Code 262.)

TYPE OR PRINT CLEARLY

Court Case # _____

Sheriff's File # (if relevy) _____

PLAINTIFF'S NAME

vs.

DEFENDANT'S NAME

PARTY TO BE SERVED (Name must be EXACTLY the same as listed on the document which is to be served. Also include agent's name if serving a corporation.)

Name: _____

Name: _____

Address: _____
Apt #/Ste.#

Address: _____
Apt #/Ste.#

City & Zip: _____

City & Zip: _____

Phone: _____

Phone: _____

Agent: _____

Agent: _____

Employer's Name: _____

Employer's Name: _____

Address: _____
Apt #/Ste.#

Address: _____
Apt #/Ste.#

City & Zip: _____

City & Zip: _____

Is the person to be served violent toward Peace Officers **Y / N**
PHYSICAL DESCRIPTION: Sex: _____ Date of Birth: _____

Is the person to be served violent toward Peace Officers **Y / N**
PHYSICAL DESCRIPTION: Sex: _____ Date of Birth: _____

Age: _____ Height: _____ Weight: _____ Hair Color: _____

Age: _____ Height: _____ Weight: _____ Hair Color: _____

Eye Color: _____ Race: _____

Eye Color: _____ Race: _____

Distinguishing Marks, Scars or Tattoos: _____

Distinguishing Marks, Scars or Tattoos: _____

NORMAL HOURS FOR SERVICE ARE MONDAY THROUGH FRIDAY, 8:00 A.M. to 3:00 P.M.

Best Time for Service: _____

Best Time for Service: _____

Additional Comments

SIGNATURE: _____
(Required) Party (In Pro Per) or Party's Attorney requesting service

DAY PHONE: (_____) _____
Between 8:00 A.M. and 3:30 P.M.

PRINT YOUR NAME: _____ **DATE:** _____

STREET ADDRESS: _____ **E-MAIL:** _____
Apt #/Ste.#

CITY, STATE, ZIP CODE: _____

*NOTE: The Sheriff is entitled to his/her fees for service, whether or not the service is successful (Government Codes 26736 and 26738)
You will receive a copy of the proof of service in the mail. PLEASE DO NOT PHONE.*

**COUNTY OF SACRAMENTO SHERIFF'S DEPARTMENT—CIVIL DIVISION
3341 POWER INN ROAD, #313, SACRAMENTO, CA 95826**