

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 re-levy)** _____

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.) We **ONLY** accept **PHYSICAL** addresses, we do not serve PO Boxes and do not provide mail service.

Name: _____

Name: _____

Agent: _____

Agent: _____

Only if Applicable

Only if Applicable

Address: _____

Address: _____

Apt #/Ste. #

Apt #/Ste. #

City & Zip: _____

City & Zip: _____

Phone: _____

Phone: _____

Employer's Name: _____

Employer's Name: _____

Address: _____

Address: _____

Apt #/Ste.#

Apt #/Ste.#

City & Zip: _____

City & Zip: _____

Is the person to be served violent toward Peace Officers **Y / N**

Is the person to be served violent toward Peace Officers **Y / N**

XREF: _____ **CDL/ID:** _____

XREF: _____ **CDL/ID:** _____

PHYSICAL DESCRIPTION: Sex: _____ **Date of Birth:** _____

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: _____

Vehicle Description: _____

Vehicle Description: _____

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: _____

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

SIGNATURE: _____ **DATE:** _____

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

PRINT YOUR NAME: _____ **E-MAIL:** _____

MAILING ADDRESS: _____

Street Apt #/Ste.# City State Zip Code

XREF _____ **CDL/ID:** _____ **DOB:** _____

PREFERRED PHONE: (_____) _____ **MOBILE PHONE:** (_____) _____

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 OFFICE—CIVIL BUREAU
2969 Prospect Park Drive Suite 200, Rancho Cordova, CA 95670

PLAINTIFF'S CLAIM

- Pltf's Claim & Order to go to Small Claim's Court
- Small Claims Mediation Page **AND** Your Small Claims Case
- Attachments
- Exhibits
- Other Plaintiff's and Defendant's

SUMMONS AND PETITION

- Summons (__Amended)
- Standard Restraining Order (SRO)
- Petition (__Amended)
 - i. Dissolution of Marriage
 - ii. To Establish Parental Relationships
 - iii. For Custody and Support of Minor Children
- Addt'l Provisions-Physical Cust Attach (__BLNK__COMP)
- Attached Declaration (__BLNK__COMP)
- Attachments
- Blank Response
- Child Cust & Visit (Parent Time) Order Attach (__BLNK__COMP)
- Children's Holiday Sched Attach (__BLNK__COMP)
- DUUCCJEA (__BLNK__COMP)
- Attachment to DUUCCJEA
- Exhibits
- Family Centered Case Resolution Notice
- Income & Expense (__BLNK__COMP)
- Joint Legal Custody Attachment (__BLNK__COMP)
- Notice of Rights and Responsibilities
- POS by Mail
- Schedule of Assets and Debts (__BLNK__COMP)
- _____
- _____
- _____
- _____

REQUEST FOR ORDER

- Request for Order (RFO)
- Family Law Case Demographic Sheet
- Attached Declaration (__BLANK__COMPLETE)
- Notice of Rights and Responsibilities
- POS by Mail
- _____
- _____
- _____
- _____

SCUD

- Summons AND Complaint
- Civil Case Cover Sheet
- Attachment (S)
- Exhibits (S)
- Pre Judgment Claim of Right

SUMMONS AND COMPLAINT

- Summons (__Amended)
- Complaint (__Amended)
- Attachments
- Cause of Action-_____
- Cause of Action-_____
- Cause of Action-_____
- Civil Case Cover Sheet
- Exhibits
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

OTHER

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____