

## Non-Writ Process

### 12002.1 SERVICE OF JUVENILE COURT ORDER TO SHOW CAUSE AND JUVENILE COURT CITATIONS

- (a) Service of Juvenile Court Order to Show Cause (OSC)
  - 1. A Juvenile Court Order to Show Cause is issued upon petition of the Probation Department for reimbursement of expenses incurred while a minor was detained; the order is directed to the parent/guardian of the minor.
  - 2. Service of the OSC shall be made by personal service of a copy upon the parent/guardian 10 days prior to the hearing if it is an Orange County court proceeding. If the proceeding is outside the County, then the service must be made 15 days prior to the hearing.
  - 3. The certificate of service on the reverse side of the original must be completed by the person making the service. There is no charge for this service.
  - 4. The return of service should be made to the Probation Department the day after service or the day after the expiration of the final attempt date.
    - i. The return may be sent via the county messenger service and addressed to Probation. If the proceeding is outside of Orange County, the return should be made by mail.
- (b) Service of Juvenile Court Citations
  - 1. A juvenile court citation is a court order for the parent or guardian to appear for a juvenile court proceeding involving their child.
  - 2. Service of the citation shall be made by personally serving the parent or guardian named with a copy of the citation no later than 24 hours prior to the hearing.
  - 3. The certificate of service on the reverse side of the original must be filled out by the person making the service. There is no charge for this service.
  - 4. The return of service to juvenile court may be made by placing the citation in the County messenger (Pony) service. The citation can be returned to court as late as the day of the hearing.

#### Reference

POST ORDER 11-16

### 12002.2 CERTIFICATE OF SERVICE, SUMMONS AND COMPLAINT

- (a) Certificate of Service – Summons and Complaint
  - 1. An individual "Certificate of Service" (Judicial Council Form POS-10) for each entity served with a Summons and Complaint shall be prepared.
    - i. This practice is to be followed even when only one copy of the Summons is served on one person in two capacities.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

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- ii. A service fee for each capacity shall be charged.

#### Reference

POST ORDER 08-01