

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 15days 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 after service.
 - i. The return may be sent via the county messenger service and addressed to Probation.
- (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 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.

12002.2 CERTIFICATE OF SERVICE, SUMMONS AND COMPLAINT

- (a) Proof of Service
 - 1. An individual "Proof of Service"for each entity served with a Summons and Complaint shall be prepared.
 - i. A service fee for each capacity shall be charged.