



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

SERVICE INSTRUCTIONS

Court Case Number: _____
Court (Circle One): Santa Ana Fullerton Westminster Newport Beach Lamoreaux Other _____

TYPE OF PROCESS:

- Plaintiff's Claim and Order
 - Defendant's Claim and Order
 - Order for Examination
 - Order to Show Cause
 - Other _____
 - Additional Documents – Print on Back
- Civil Bench Warrant
 - Notice to Pay Rent (3-day Notice)
 - Notice to Pay Rent (30-day Notice)
 - Small Claims Subpoena & Declaration
- Summons and Complaint
 - Summons and Petition
 - Civil Subpoena
 - Civil Subpoena Duces Tecum

SERVE DOCUMENT(S) ON: (Please Print)

Name _____
 Address _____
 City _____ Zip Code _____
 Phone Number _____

Name _____
 Address _____
 City _____ Zip Code _____
 Phone Number _____

Name _____
 Address _____
 City _____ Zip Code _____
 Phone Number _____

Name _____
 Address _____
 City _____ Zip Code _____
 Phone Number _____

LIST ANY SPECIAL INFORMATION: (Best hours for service, Authorized Agent's name, etc.)

Physical description of person: Male Female Age _____ DOB _____ Height _____ Weight _____

Race _____ Unique Characteristics _____

Substitute service is authorized. (Additional copy of process is required.)

The Sheriff's Department DOES NOT guarantee service.

The Sheriff's Department is entitled to its fees whether the service is completed or not. (California Government Code 26738)

X Signature _____ Date _____

Name of Attorney (Or Party Without Attorney) Requesting Service _____

Address _____ Email Address _____

City _____ State _____ Zip Code _____ Phone Number _____