

Mendocino County Sheriff's Civil Department

951 Low Gap Rd. Ukiah, CA 95482 463-4419

Sheriff Service of Civil Bench Warrant / Body of Attachment Instructions

To Request service of the Civil Bench Warrant:

Submit this completed form to the Mendocino County Superior Court along with your check for fees made payable to "MCSO".

BE ADVISED: Should an agreement be reached between you and the party the warrant was issued against, or if the judgment is paid in full, you must IMMEDIATELY submit written notice to the Sheriff so the warrant can be recalled. Failure to do so may result in a wrongful arrest and possible legal action against you.

COURT NUMBER: (REQUIRED) _____ **COURT DATE:** _____

TO THE SHERIFF of the COUNTY OF _____, you are instructed to serve the attached civil bench warrant/body attachment as follows:

Where does the Defendant live? CHECK ONE

Defendant lives in Mendocino County

Defendant does not live in Mendocino County. We will forward your request to the other county. Name of other County: _____ Sheriff's Address _____

Defendant's Information:

Name: _____

Service address: _____

Address, City and Zip Code

Employer or other address for Service: _____

Address, City and Zip Code

Phone Number: _____

Defendant may pose a threat? Yes No

Explain: _____

Sex: _____ Race _____ Hair Color _____ Eye Color _____ Height _____ Weight _____ DOB _____

Other instructions: _____

Your Information: I am the **plaintiff** **plaintiff's attorney of record** **assignee of record**

Your Name: Phone: _____

Your Mailing Address: _____

Signature: _____ Date: _____

INSTRUCTIONS MAY ONLY BE SIGNED BY THE PLAINTIFF OR THE ATTORNEY OF RECORD-NO PHOTO COPIES ACCEPTED

RETURNED PAPERWORK: Paperwork will be returned unprocessed if the warrant is incomplete, if the warrant is missing required information, if the warrant is invalid on its face or if the letter of instructions is unclear or insufficient. Any changes or corrections made to a warrant after it is issued by the court must be initialed by the court clerk. The Sheriff will not act upon warrant otherwise.