

Mendocino County Sheriff's Department-Civil
951 Low Gap Road. Ukiah, CA 95482
General Service of Process Instructions
Call for Fees

Provide two complete copies of the papers you want served

1 To the Sheriff of Mendocino County, you are instructed to serve the papers indicated below.

DAYS TO SERVE BEFORE COURT HEARING

Papers	Personal Service	Substitute Service	Code Selection
<input type="checkbox"/> Claim of Plaintiff/Defendant	see code section	see code section	CCP 116.340-116.360
<input type="checkbox"/> Summons & Petition	no time restrictions	no time restrictions	CCP 415.20-415.50
<input type="checkbox"/> Summons & Complaint	no time restrictions	no time restrictions	CCP 415.20-415.50
<input type="checkbox"/> Summons & Complaint-UD	no time restrictions	no time restrictions	CCP 415.20-415.50
<input type="checkbox"/> Notice of Motion/Hearing	16 court days	usually not allowed	CCP 1005
<input type="checkbox"/> Order to Show Cause(not TRO)	16 court days	usually not allowed	CCP 1005
<input type="checkbox"/> Order After Hearing	as ordered	usually not allowed	varies
<input type="checkbox"/> Order of Examination	10 days	usually not allowed	CCP 708.110, 708.120 491.110

Other: _____

List the name of every document you want served **AND** the document number

2 IS THERE A COURT DATE? YES NO WHAT IS THE COURT DATE? (REQUIRED) _____

If there are not at least 7 working days left to attempt service we will not accept your papers. The above chart is only a guide.

3 **Who do you want us to serve?** Person Business Public Entity (CHECK ONE)

Write the name of the individual, business or public entity **exactly** as it as appears on your legal papers. If the name does not match your legal papers, the Sheriff will not act upon your instructions. Complete a separate instruction sheet for each party you want served. Provide the best address for daytime service. **WE CANNOT LOOK UP, VERIFY OR PROVIDE A SERVICE ADDRESS FOR YOU.**

Name: _____

Individual, Business or Agency Name

Person Authorized for Service

Job Title

Address: _____

Home Work Other

Personal Service and Substituted Service: Personal Service means the papers are placed directly into the hands of the person to be served. Substituted Service means the papers are left with another adult in the recipient's home or with the recipient's manager at work or with a designated agent. Copies of the papers are thereafter mailed to the recipient. **Do you authorize Substituted Service when applicable?** Yes No

4 **Safety Hazards.** List any safety hazards associated with serving this party: _____

5 **Your Information.** We will mail the Original Proof of Service to this address for you to file with court

Your Name _____ Phone _____

Your Mailing Address _____

Signature _____

Email address _____ fax # _____

6 **MUST BE SIGNED BY THE PLAINTIFF OR ATTORNEY OF RECORD OR ASSIGNEE OF RECORD.** I am the plaintiff plaintiff's attorney of record assignee of record. Original signature only-NO photocopies accepted. NOTE: Papers served in the order received. We do not promise to serve on specific dates or times. CCP 262, GC26738 SH CIV-205 _____

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.

Some legal documents are required by law to be served complete, and a certain number of days prior to the court hearing. It is NOT the responsibility of the sheriff to provide this information. By signing this document you acknowledge and waive the liability of the sheriff if the attached documents for service do not conform to Civil Code of Procedure time for service and completeness requirements.

Signature _____ Date _____