

SERVICE INSTRUCTIONS TO SHERIFF (Landlord Notices / Unlawful Detainers / Evictions)
To: Tom Bosenko, Sheriff

Court Case # _____ Hearing Date: _____ Advance Fees: \$ _____ Fee Wv
Sheriff's Case # _____ Transaction # _____ Cash Check # _____

DOCUMENTS BEING SERVED

- EVICTIONS**
- 3-day Notice
 - 30-day Notice
 - 60-day Notice
 - Answer to Summons/Complaint UD
 - Civil Case Cover Sheet
 - Notice of Case Management Conference
 - Pre-Judgment Claim of Right to Possession (6 copies +1 for each additional defendant.)
 - Summons and Complaint Unlawful Detainer (see below)**
 - Writ of Possession (original + 2 copies)

**Please answer the following questions if you are not serving a Pre-Judgment Claim of Right to Possession with the Summons/Complaint UD

DO YOU REQUEST SERVICE ON DOE(S) RESIDING ON THE PREMISES? YES NO

IS SUBSTITUTED SERVICE AUTHORIZED? YES NO

Please Serve the Following Parties:

(1) Name:				Address:				City:		Zip:		Ph:	
Bus./Employer:				Address:				City:		Zip:		Ph:	
Work days: _____ Hrs: _____													
Sex:	DOB:	Age:	Ht:	Wt:	Hair:	Eyes	Race	**SSN		Driver's License #			
Vehicle Description:													
(2) Name:				Address:				City:		Zip:		Ph:	
Bus./Employer:				Address:				City:		Zip:		Ph:	
Work days: _____ Hrs: _____													
Sex:	DOB:	Age:	Ht:	Wt:	Hair:	Eyes	Race	**SSN		Driver's License #			
Vehicle Description:													

Possibility of Violence? Y / N Weapons? Y / N Kind: _____ Location: _____ Aggressive Dogs? Y / N

COMMENTS / SPECIAL INSTRUCTIONS: _____

Service Requested by: Plaintiff if in Pro Per or Attorney of Record (Per CCP 262 & 687.010):

NAME (Please print): _____ SIGNATURE: _____
MAILING ADDRESS: _____ CITY: _____ ZIP _____ PHONE: _____

**The Social Security Number you provided will be used by this agency for internal use only and will not be released except as necessary to assist law enforcement in a criminal investigation, or for officer safety.