

SERVICE INSTRUCTIONS TO SHERIFF (Small Claims / Civil Lawsuit)
 To: Eric Magrini, Sheriff

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

DOCUMENTS BEING SERVED

- Small Claims, ADR Packet Plaintiff's Claim and Order
 Civil Lawsuit Civil Case Cover Sheet Subpoena
 Collection Case Notice Summons and Complaint
 Defendant's Claim and Order Other
 Fictitious Business Name Other
 Notice of Status Conference
 Order to Appear for Examination-Order to Produce

Please Serve the Following Parties:

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

Possibility of Violence? Yes No Weapons? Yes No Dogs? Yes No

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.**