



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

720 NINTH STREET ~ ROOM 102 • SACRAMENTO, CA 95814-1380
(916) 874-5522

WWW.SACCOURT.CA.GOV

INSTRUCTIONS TO SERVE CIVIL BENCH WARRANT

(The Sheriff must have written and signed instructions by the Plaintiff representing himself/herself or the Attorney of record in accordance with California Civil Procedure Code 262.)

TYPE OR PRINT CLEARLY

Court Case # _____

PLAINTIFF'S NAME _____

To effect service of the Civil Bench Warrant: Submit this completed form to the Sacramento County Superior Court Clerk. Upon receipt, the Clerk will transmit the Civil Bench Warrant to the Sacramento Sheriff along with this signed instruction sheet and your check for fees made payable to **"THE SHERIFF"**.

TO THE SHERIFF you are instructed to serve the attached Civil Bench Warrant as follows:

Check one box:

- Defendant Lives in Sacramento County.**
- Defendant Does Not Live in Sacramento County.** Name of county where defendant lives: _____

DEFENDANT'S INFORMATION

Name: _____

Service address: _____
Address, City and Zip Code

Employer or other address for service: _____
Address, City and Zip Code

Phone Number: _____

Sex: _____ Race: _____ Date of birth/approx. age: _____ Ht: _____ Wt: _____ Hair: _____ Eyes: _____

Driver's License: _____ SSN: _____

Defendant may pose a threat **Yes** **No.**

Explain: _____

Other Instructions: _____

PLAINTIFF'S INFORMATION

Name: _____ Phone: _____

Your Address: _____ E-Mail: _____

City, _____ State, _____ Zip _____ Code: _____

Signature: _____ Date: _____

Fees: A check for \$140.00 \$50.00 payable to THE SHERIFF is attached. Fee waiver is attached.

NOTE: The Sheriff is entitled to a fee for service, whether or not the service is successful (Government Codes 26736 and 26738)