

SERVICE INSTRUCTIONS TO THE SHERIFF OF KERN COUNTY

The Sheriff must have original instructions signed by the attorney of record or the plaintiff if he/she has no attorney. (CCP 262)

**You must submit a complete set of documents per person being served plus an additional copy for the Sheriff's file (two copies if your documents can be sub-served).
(PLEASE PRINT EXCEPT FOR SIGNATURE)**

vs.

Plaintiff

Defendant

Court Case Number

Court Hearing Date (If applicable):

(We must receive your documents no later than 10 days prior to the last day for service)

To the Sheriff, you are instructed to serve the following documents (REQUIRED):

Claim of Plaintiff/Defendant (Small Claims)

Request for Order/Order to Show Cause

Order to Appear

Subpoena

Notice to Pay Rent or Quit/Terminate Tenancy

Summons and Complaint/Petition

Other (Must Include ALL Attachments):

PERSON(S) TO BE SERVED: (A complete first and last name must be provided and must match the court documents. We cannot look up or verify names or addresses.)

PERSON #1

Name

Agent for Service (if applicable)

Address For Service

City

Zip Code

Name of Employer (if applicable)

Employer's Address/Other Address for Service

Best time to attempt service:

Work Hours:

Description:

Race

Sex

Age

Height

Weight

Hair

Eyes

Distinguishing Marks, Scars, or Tattoos

Officer Safety (check all that apply):

Violent

Criminal History

Weapons

Drugs/Alcohol

Dogs

Other Explain:

PERSON #2

Name

Agent for Service (if applicable)

Address For Service

City

Zip Code

Name of Employer (if applicable)

Employer's Address/Other Address for Service

Best time to attempt service:

Work Hours:

Description:

Race

Sex

Age

Height

Weight

Hair

Eyes

Distinguishing Marks, Scars, or Tattoos

Officer Safety (check all that apply):

Violent

Criminal History

Weapons

Drugs/Alcohol

Dogs

Other Explain:

(Attach an additional sheet for additional defendants)

Substitute service is authorized (If allowable pursuant to CCP 116.340; 415.20; Rules of Court 1702). You must submit an additional copy per person being served.

RETURN INFORMATION (All notices, including proofs of service, will be sent to the name and address listed below):

Name

Address

City, State, Zip Code

Daytime Telephone Number

Email Address

Signature (attorney of record or plaintiff if there is no attorney)

Date

Printed Name: _____

The Sheriff does not guarantee service and is entitled to his fee for service whether or not the service is successful (GC 26738). All fees must be prepaid unless the Court has issued a valid fee waiver. No refund for an amount of \$10.00 or less. (GC 29375.1)