



DOCUMENT SERVICE INSTRUCTIONS TO THE SHERIFF OF SAN DIEGO COUNTY

The Sheriff must have original, signed instructions by the attorney or party without attorney in accordance with CCP 262 and 687.010

www.sdsheriff.net/csb_courtlocations.html

Plaintiff VS _____
Defendant Case Number _____

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

- Civil Bench Warrant
- Claim of Plaintiff/Defendant (Small Claims)
- Order to Appear
- Other: _____
- Request for Order/Order to Show Cause
- Subpoena
- Summons and Complaint/Petition

PARTY TO BE SERVED: _____

Agent for Service (if applicable): _____

Physical Description: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
(If Applicable) SEX DOB AGE HT WT HAIR EYES RACE

_____ / _____
Distinguishing Marks, Scars, or Tattoos Driver's License # and State

Address for Service: _____

City: _____ State: CA Zip: _____

Gate Code (if applicable): _____ Best Time to Attempt Service: _____

Name of Employer (if applicable): _____

Employer's Address: _____ State: CA Zip: _____

Work Hours: _____

Officer Safety Items: Are you aware of any of the following officer safety concerns in regards to the **PERSON** being served?

Drugs or Alcohol?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	Specify: <input type="checkbox"/> Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Both
Mental Health?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	
Criminal History?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	
Gang Member/Parole/Probation?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	Specify: <input type="checkbox"/> Gang member <input type="checkbox"/> On Parole/Probation
Weapons?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	Specify: <input type="checkbox"/> Guns <input type="checkbox"/> Knives <input type="checkbox"/> Other
Violent?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	
Military/Security Experience?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	Specify: <input type="checkbox"/> Military <input type="checkbox"/> Security
Dogs?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	Specify:
Security Cameras or Alarms?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	Specify: <input type="checkbox"/> Cameras <input type="checkbox"/> Alarms
Other: _____		

Special Instructions: _____

******NOTICE TO REQUESTOR******

The Sheriff's Department DOES NOT guarantee service.
The Sheriff's Department is entitled to its fees whether the service is completed or not. (California Government Code 26738)
All communications, refunds and collections will be made to the name and address listed below:

Name of Attorney (Or Party Without Attorney) Requesting Service: _____

Address: _____	City: _____	State: _____	Zip: _____
Telephone Number: () _____		Fax Number: () _____	
Email Address: _____			

Signature: _____ Date: _____

*****SHERIFF'S USE ONLY*****

Hearing Date: _____ Last Day to Serve: _____ Fee Waiver Attached? Y N

LEVY INSTRUCTIONS TO THE SHERIFF OF SAN DIEGO COUNTY

The Sheriff must have original, signed instructions by the attorney or party without attorney in accordance with CCP 262 and 687.010
(For levy under Writ of Attachment, please contact the Sheriff's Civil Division for additional requirements)
www.sdsheriff.net/csb_courtlocations.html

Plaintiff VS _____
Defendant

Court Case Number _____
Levying Officer File Number _____

To the Sheriff, you are instructed to execute a: (One levy per instruction ONLY):

BANK LEVY
 Levy is for any and all accounts of the Judgment Debtor(s).
 Including, but not limited to account(s): _____
 Levy is to be limited to account(s): _____

THIRD PARTY LEVY
 Levy is for all funds owed to the Judgment Debtor(s) by the Third Party.
 Levy is to be limited to: _____

VERBAL DEMAND LEVY (UPON THE DEBTOR) (The Sheriff is directed to make verbal demand upon the debtor for immediate turnover of)
 Any and all cash in the possession of the debtor.
 The property listed in **Special Instructions** below.

RENT LEVY (Levy is for all rents due during the 2 year lien period) Service will be made on any **Tenant in Possession**

PERSONAL PROPERTY LEVY (The Sheriff is directed to **Levy and sell** the debtor's personal property listed below)
 Address where personal property is located: (Property must be in a public place or a separate "Break-in" order issued by the court is required) _____

TILL TAP (Levy on contents of all cash receptacles in a going business)

KEEPER-CASH ONLY (Levy on all cash and cash equivalent of a going business by placing a keeper in the business for the specified time period)
 KEEPER-CASH AND TANGIBLE PERSONAL PROPERTY (Levy on all cash and cash equivalent of a going business AND seize and sell all tangible personal property of the going business. **(Requires a minimum fee deposit of \$1,500 pending further quotation)**
 Keeper is to be installed for 8, 12, 24 hours **each day** (excluding weekends) for: _____ day(s).
Note: Fee waiver does not apply to the fee for the keeper(s). Keeper fees **MUST** be paid in advance.
 Name(s) of Judgment Debtor(s) whose property is subject to this levy (Include the debtor's social security number, if known/applicable): _____

SERVE LEVY UPON: _____
Address: _____
City: _____ State: CA Zip: _____

Special Instructions: _____

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The Sheriff's Department is entitled to its fees whether the service is completed or not. (California Government Code 26738)
All communications, refunds and collections will be made to the name and address listed below:

Name of Attorney (or party without attorney) requesting service:			
Address:		City:	State:
Phone: ()	Fax: ()	Email:	Zip:

Signature: _____ Date: _____