



SUPERIOR COURT OF CALIFORNIA
County of Sacramento
 720 Ninth Street ~ Room 102
 Sacramento, CA 95814-1380
 (916) 874-5522—Website www.saccourt.com

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 # _____ **Sheriff's File #** _____

_____ **vs.** _____
PLAINTIFF'S NAME **DEFENDANT'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: _____

Drivers License: _____ SSN: _____

Defendant may pose a threat Yes No.

Explain: _____

Other Instructions: _____

PLAINTIFF'S INFORMATION

Your Name: _____ Phone: _____

Your Address: _____ E-Mail: _____

City. State Zip Code: _____

Signature: _____ Date: _____

Fees: A check for \$105.00 \$50.00 payable to THE SHERIFF is attached. Fee waiver is attached.

NOTE: The Sheriff is entitled to his/her fees for service, whether or not the service is successful (Government Codes 26736 and 26738)