

I Filed my Summons & Complaint— what now?

Civil Self-Help Services

Hall of Justice
813 6th Street
Room 117, First Floor
Sacramento, CA 95814



I filed my Summons & Complaint, what now?

Once you have filed the Summons and Complaint, you need to have a copy of those documents served on all defendants within 60 days.

Documents to serve on each Defendant:

- Summons
- Complaint
- Any other documents filed with the Summons and Complaint

For an Unlimited Complaint (over \$25,000) also serve:

- Program Case Notice
- Stipulation and Order to Mediation
- ADR Information Package

For Complex Cases Only also serve:

- Civil Case Cover Sheet

YOU MAY NOT SERVE THE DOCUMENTS YOURSELF.

Method of Service

The Summons and Complaint are to be served by Personal Service. This means that the documents are hand-delivered to each defendant. If you are suing a business or other entity, the “agent for service of process” must be personally served with the Summons and Complaint.

Anyone over the age of 18 who is NOT a party to the case (not named in the complaint) may complete service.

A Summons and Complaint cannot be served by mail. You may try to have the documents served by Notice and Acknowledgment of Receipt, but defendants DO NOT HAVE to accept this method of service.

How Do I Have The Sheriff Serve My Documents?

Contact the Sacramento County Sheriff’s Civil Bureau M-F, 9:00 am – 3:00 pm at:

2969 Prospect Park Drive, Suite 200,
Rancho Cordova CA 95670
(916) 875-2665

https://www.sacsheriff.com/pages/civil_bureau.php

Complete a Sheriff’s Instructions form, and place 2 complete sets of documents with the instructions in the lobby drop box.

Provide the Sheriff two complete copies of the documents you want served. You may submit your request for service through the online portal on their website. Call for details.

A Note on Substitute Service

The Summons and Complaint can be left with a member of the household ONLY IF:

- 3 attempts at personal service were made;
- each attempt was at a different time of day;
- each attempt was made on a different day;
- attempts were made at all known addresses.

A declaration of diligence is required by the server when filing Proof of Service of Summons and Complaint by substitute service.

A copy of the Summons and Complaint must also be mailed to the defendant at the address where substitute service was made.

How do I find a Licensed Process Server?

Search for process servers online or in the phone book.

Provide a copy of all documents to your server AFTER you receive filed copies from the Court.

Complete and File the Proof of Service of Summons

If you have a friend or family member personally serve the Summons and Complaint, they need to complete a Proof of Service of Summons and Complaint ([POS-010](#)). This form is available on the Judicial Council's website, along with all other state court forms:

courts.ca.gov/forms

If a process server or the Sheriff's Department serve the Summons and Complaint, they will complete a Proof of Service of Summons and Complaint. Ask them if they file it with the Court for you, or if you have to file it yourself.

Each defendant needs a separate Proof of Service of Summons and Complaint.

File the original and one copy of the Proof of Service with the Court.

Mail to, or drop the documents at:

Sacramento Superior Court
720 9th Street, Room 102
Sacramento, CA 95814

Hours

Mon	Tue	Wed	Thu	Fri
8:30-12:00	8:30-12:00	8:30-12:00	8:30-12:00	8:30-12:00
1:30-4:00	1:30-4:00	1:30-4:00	CLOSED	1:30-4:00

Hours are subject to change based on staff availability.

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Phone: (916) 874-1421

Email: CivilSelfHelp@Saccourt.ca.gov

Web: www.saccourt.ca.gov

