



SERVICE OF DOCUMENTS TO SOMEONE WHO IS INCARCERATED

1. Call the facility where the person is incarcerated and ask for the name and address of the individual that would be serving the documents.
2. Send the following to that person:
 - Two copies of all documents
 - Proof of Service form
 - Self-addressed, stamped envelope
 - A cover letter asking that the individual be personally served and that the "Proof of Service" be completed and sent back you before the hearing date. Tell them the date, department, and time of the hearing.
3. File the original "Proof of Service" with the Court.
4. If you have not received the "Proof of Service" by the hearing date, take a copy of the cover letter you sent to the prison with you to Court.

HOW TO FIND AN INMATE/PRISONER

California Dept. of Corrections: phone (916) 445-6713
prisoner locator (need date of birth or prisoner number)

Federal Bureau of Prisons: phone (202) 307-3126
national inmate locator

Sacramento County Jail: www.sacsheriff.com/inmate_information/
(search by name or XREF)