

INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF VENTURA

(The Sheriff must have written and signed instructions by the attorney or party without attorney in accordance with CCP 262)

_____ VS _____
Plaintiff Defendant

Case Number: _____

Hearing Date: _____

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

- Claim of Plaintiff / Defendant (Small Claims)
- Order to Appear
- Subpoena-Civil
- Order to Show Cause
- Restraining Order

- Summons and Petition
- Landlord/Tenant Notice
- Summons and Complaint
- Summons and Complaint Unlawful Detainer
- Other: _____

PARTY TO BE SERVED:

NAME: _____

Address: _____

City: _____ State: CA ZIP: _____

Phone No. _____

Employer (if applicable): _____

Employer's Address: _____

City: _____ State: CA ZIP: _____

Employer Phone No. _____

Description: _____ / _____ / _____ / _____
SEX DOB AGE HT

_____ / _____ / _____ / _____
WT HAIR EYES RACE

Photo attached

ADDITIONAL PARTY TO BE SERVED: (if applicable)

NAME: _____

Address: _____

City: _____ State: CA ZIP: _____

Phone No. _____

Employer (if applicable): _____

Employer's Address: _____

City: _____ State: CA ZIP: _____

Employer Phone No. _____

Description: _____ / _____ / _____ / _____
SEX DOB AGE HT

_____ / _____ / _____ / _____
WT HAIR EYES RACE

Photo attached

Special Instructions: (possession of any weapons, hours available for service, gate code, etc.)

Name of Attorney or Party without attorney requesting service:			
Address:	City:	State:	Zip:
Telephone Number:	E-Mail Address:		

Signature: _____

Date: _____

NOTE: The Sheriff is entitled to his fee, whether or not the service is successful (California Government Code 26738)

- Fee Waiver Original

Ventura County Sheriff's Office- Civil Detail
800 S. Victoria Ave, Room 101
Ventura, CA 93009
(805) 654-2391 FAX (805) 645-1342