



SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES DIVISION
INSTRUCTIONS ON NON-WRIT PROCESS



Rod Hoops, Sheriff

East and West Valley Region
 157 W. 5th Street, 3rd Floor
 San Bernardino, CA 92415
 Bus No. (909) 387-5700
 Fax No. (909) 387-5630

Rancho Court Services
 8303 Haven Avenue, 3rd Floor
 Rancho Cucamonga, CA 91730
 Bus. No. (909) 945-4440
 Fax No. (909) 948-4577

Desert and Mountain Region
 14455 Civic Drive, Suite 400
 Victorville, CA 92392
 Bus No. (760) 243-8756
 Fax No. (760) 243-8936

Needles Court Services
 1111 Bailey Avenue
 Needles, CA 92363
 Bus No. (760) 326-9225
 Fax No. (760) 326-9239

_____ Vs. _____ Case No. _____
 Plaintiff/Petitioner Defendant/Respondent

TYPE OF PROCESS:

- Summons and Complaint Unlawful Detainer with Prejudgment* Order of Examination Subpoena (Civil)
 Subpoena (Criminal) Civil Bench Warrant
 Other _____

***SUBSTITUTE SERVICE IS AUTHORIZED PURSUANT TO SECTION 415.20 (ADDITIONAL COPY OF PROCESS REQUIRED FOR MAILING.)**

BY AUTHORITY OF THE ACCOMPANYING CIVIL PROCESS, YOU ARE HEREBY INSTRUCTED TO PERFORM THE FOLLOWING:

Name of Person to be served: _____

If the defendant is a minor, please complete a separate instruction form for the legal guardian or parent.

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE: _____ BUSINESS PHONE NO. OR OTHER CONTACT NO. _____

COMPANY NAME: _____ WORK HOURS _____

BUSINESS ADDRESS: _____ CITY _____ STATE _____ ZIP _____

BEST TIME/DAYS FOR SERVICE: _____

DESCRIPTION OF VEHICLE DEFENDANT DRIVES: MAKE _____ MODEL _____ COLOR _____

LICENSE PLATE NO. _____ YEAR _____

PHYSICAL DESCRIPTION OF PERSON TO BE SERVED: SEX: MALE FEMALE RACE _____ AGE _____ HAIR _____

DATE OF BIRTH _____ HEIGHT _____ WEIGHT _____ EYES _____ SCARS/MARKS/TATTOOS _____

ATTORNEY OR PLAINTIFF'S INFORMATION: (NO REFUNDS AFTER PROCESSING)

_____ PRINT NAME

_____ MAILING ADDRESS

_____ SIGNATURE OR AUTHORIZED AGENT

_____ CITY/STATE/ZIP

_____ DATE

_____ DAYTIME PHONE NUMBER /CELL PHONE NUMBER
(See reverse side for additional information)

IMPORTANT INFORMATION:

Required Service Address

Sheriff's Court Services requires a residential and/or business address for service. These addresses must be within San Bernardino County. Our office does not conduct investigations to locate persons for service in civil process. ***Request for services to multiple addresses requires separate fees for each additional address.***

Service Hours

Generally, our service hours are from 6:00 am to 4:00 pm, Monday through Friday, excluding legal holidays.

Diligence in Service

Sheriff's Court Services will diligently attempt to serve every process. As a policy, the Sheriff's Department will generally attempt personal service at a proper place on three separate days and separate times to fully satisfy the requirements of reasonable diligence.

Proof of Service>Returns

A Proof of Service (successful) or an Attempt of Service (unsuccessful) will be mailed to the requesting party when service was made in accordance with the statutory provisions. Proof of Service shows the time, place, and manner of service and the facts showing execution of process in compliance with the requirements of the law.

Manner of Service

Civil process may be served personally to the defendant or by substitute service. When a defendant attempts to avoid service by not answering the door at the premises during the time of service or ignoring business cards and messages left at the location, service attempts shall be made in accordance with the requirements of reasonable diligence and by substitute service if authorized pursuant to CCP 415.20. Sheriff's Court Services does not have the authority to enter private buildings and dwellings without the owner's consent and does not perform "stake-outs" to effect execution of process.

Arrests - Civil Bench Warrants

Due to housing constraints which severely limit the capacity of San Bernardino County Sheriff's Department to incarcerate persons arrested pursuant to a civil bench warrant, a defendant arrested on a Civil Bench Warrant will be cited and released upon signing a promise to appear in court and abide the order of the court or judge as specified by California Code of Civil Procedure Section 1993 unless the court precludes use of the promise to appear.