



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

SERVICE INSTRUCTIONS

Court Case Number: _____
Court (Circle One): Santa Ana Fullerton Westminster Newport Beach Lamoreaux Other _____

TYPE OF PROCESS:

- Plaintiff's Claim and Order
 - Defendant's Claim and Order
 - Order for Examination
 - Order to Show Cause
 - Other _____
 - Additional Documents – Print on Back
- Civil Bench Warrant
 - Notice to Pay Rent (3-day Notice)
 - Notice to Pay Rent (30-day Notice)
 - Small Claims Subpoena & Declaration
- Summons and Complaint
 - Summons and Petition
 - Civil Subpoena
 - Civil Subpoena Duces Tecum

SERVE DOCUMENT(S) ON: (Please Print)

Name _____	Name _____
Address _____	Address _____
City _____ Zip Code _____	City _____ Zip Code _____
Phone Number _____	Phone Number _____
Name _____	Name _____
Address _____	Address _____
City _____ Zip Code _____	City _____ Zip Code _____
Phone Number _____	Phone Number _____

LIST ANY SPECIAL INFORMATION: (Best hours for service, Authorized Agent's name, etc.)

Physical description of person: Male Female Age _____ DOB _____ Height _____ Weight _____
Race _____ Unique Characteristics _____

Substitute service is authorized. (Additional copy of process is required.)

X Signature _____ Date _____

Printed Name of Plaintiff (in pro per) or Plaintiff's Attorney _____

Address _____ Email Address _____

City _____ State _____ Zip Code _____ Phone Number _____