

Request for Sheriff to Serve Court Papers



**LEGAL AID
FOUNDATION
OF LOS ANGELES**

How-To Guide

Self-Help Legal Access Centers

Santa Monica

1725 Main St.,
Room 210
Santa Monica, CA 90401

Inglewood

1 East Regent St.,
Room 107
Inglewood, CA 90301

Torrance

825 Maple Ave.,
Room 160
Torrance, CA 90503

Long Beach

275 Magnolia Ave.,
Room 3101
Long Beach, CA 90802

FEBRUARY 2024

This guide is designed to help you fill out the forms yourself. It is not intended to provide legal advice nor strategy as to how to complete the case. The information provided in this packet only presents options and examples. This is not a substitute for professional legal advice from an attorney.

© 2024 Legal Aid Foundation of Los Angeles

CONFIDENTIAL

Instructions: Each county in California has a sheriff (and sometimes a marshal's office) that can serve different types of court papers, including restraining orders. Note that the sheriff cannot guarantee that they will be successful in finding the person you need served, but they will try to serve based on the information you put on this form.

- Complete this form for each set of papers you need served. You must complete a separate form for each person you need served.
- Find out where the person you need served is located. Give your papers to the sheriff or marshal's office in that county.
- You may have to pay for service of some court papers. For more information, see page 5 of this form, or go to <https://selfhelp.courts.ca.gov/sheriff-serves>.
- Do not use this form if you are asking the sheriff to enforce a wage garnishment order on an employer. Instead, use forms WG-001, *Application for Earnings Withholding Order*, and WG-035, *Confidential Statement of Judgment Debtor's Social Security Number*.
- If you want the sheriff to enforce a writ or levy, complete this form and form SER-001A, *Special Instructions for Writs and Levies—Attachment*.

To Court Clerk: Do not file this form.

Sheriff File Number (for sheriff to complete, if needed):

Fill in case number:

Court Case Number:

Print Your Case #

All information is required unless it is listed as optional or does not apply to your case.

① **To the Sheriff or Marshal of (name of county):**

Print "Los Angeles"

② **Your Information**

a. Your name (party requesting service):

Print Your Full Name

b. Your lawyer's information (if you have one)

Name:

Firm name:

Print "Self-Represented"

c. Court case name:

(example: Garcia v.

Case Name is Petitioner's (or Protected Party's) **Last Name vs.**
Respondent's (or Restrained Party's) **Last Name**

d. Contact information for the sheriff or marshal to reach you

(Give an address where you can receive mail regularly, like a post office box, a Safe at Home address, or another safe address. If you have a lawyer, give the lawyer's information.)

Address to receive mail:

City:

Telephone number (optional):

Complete information about how the sheriff can reach you in spaces provided.

CONFIDENTIAL**This is not a court form. Do not file with the court.**

3 Information About Person or Entity You Want Served

(Check a or b)

a. I ask the sheriff to serve a person (complete section below)

(1) Name of person: _____
Nicknames or aliases (_____) _____

Print the Full Name of the person you want the sheriff to serve. If you know of any nicknames they use or their phone #, write in spaces provided.

(2) Telephone number (_____) _____

(3) Can you describe the person?

No, I do not have any information about the person's description.

Yes (complete the section below)

Gender: Male

Height: _____ Weight: _____

Date of birth or age (_____) _____

Race/Ethnicity: _____

Special marks or features: _____

Vehicle (type, model, year): _____

Check here if you do not know how to describe the person

Do you know how to describe the person you want served with papers?

If NO, check box.
If YES, check box and complete as much information as you can in spaces provided.

Do you know of any safety or accessibility issues?

No

Yes (complete the section below with any information you have):

The person (check all that apply):

Has a gun or other weapon.

Has a history of violence or abuse.

Has special training (examples: military, first responder).

Is deaf or hard of hearing.

Does not speak English (list language): _____

Add any other information about safety or accessibility that you know about: _____

Is on probation or parole.

Has an aggressive animal.

Has mental health issues.

Carefully read this section. Check any box that may apply to the other person and check box "Yes." Otherwise, check box "No."

b. I ask the sheriff to serve an entity (examples: business or government agency)

(1) Name and type of entity: _____

Telephone number (_____) _____

(2) If there is a specific person to serve (name and title): _____

(3) If there is an agent for service (name and title): _____

(4) List any safety or accessibility issues (_____) (language barrier): _____

Check this box if you want the sheriff to serve a business or other entity (like a government agency) and complete this section.

CONFIDENTIAL

This is not a court form. Do not file with the court.



4 Address Where Person or Entity Should Be Served

(The sheriff typically serves during normal business hours. Check with the sheriff's office for the exact times.)

Address: _____ Home Business
City: _____
Gate code or special instructions: _____
Best time to serve at this address _____
 Check here if the person is in jail or prison and write the name of the facility in space provided.

Alternate address (optional)
(If the person cannot be found at the same county. If you have a second address, list it here.)
Address: _____ Home Business
City: _____
Gate code or special instructions: _____
Best time to serve at this address (example: _____) _____

Complete information about the other party's address and any instructions you have for sheriff when serving the other person (including best time to serve) in spaces provided.

Check this box if the other person is in jail or prison and write the name of the facility in space provided.

If there is another address where the person may be found, write address and any instructions in spaces provided.

5 Information About Your Request

a. What type of court papers are you giving the sheriff to serve (examples: summons, restraining order, eviction, small claims, bank levy, or writ of attachment)?

_____ List Type of Court Papers You Want the Sheriff to Serve (exs. summons, restraining order, small claims, etc.) _____

b. List all forms or court papers you want served on the person in (3) a. (optional).
(Note: You can list each form by its form number (example: FL-100, SC-100). If there is no form number, give the title of the document. The court may have ordered you to serve certain papers. Look at the court's order and list all forms required. If you do not know which papers you need to serve, ask a lawyer, or contact your local self-help center for free information.)

_____ LEAVE BLANK _____

c. Is there a court hearing (court date)?
 I don't know
 No
 Yes (if yes, give date of hearing): _____

Check "No" if there is no hearing date. Check "Yes" if there is a court hearing date and write the date of the hearing in space provided.

CONFIDENTIAL

This is not a court form. Do not file with the court.



5 d. Is there a deadline for service?
 I don't know
 No
 Yes (if yes, give deadline): _____

Is there a deadline for service?
Check "No" if there is no deadline.
Check "Yes" if you are seeking service for a request for a restraining order and write the deadline in space provided.

e. Has the court allowed you to serve by substituted service?
 I don't know
 No
 Yes (if yes, include a copy of the order)

Were you told you can serve the papers besides personal service?
Check "No" if you were told to serve personally.
Check "Yes" if you were told you can serve in other ways and attach a copy of the order letting you know you can serve in other ways besides personal service.
Check "I don't know" if you are not sure.

f. Is there any other information you want to provide?
 No
 Yes (if yes, give information below)

6 Enforcement of Writ or Levy

If you want the sheriff to enforce a writ or levy, you must complete form SER-001A, Special Instructions for Writs and Levies—Attachment, and turn it in with this form.

(Only complete this section if you want the sheriff to enforce a writ or levy.)

Do you want the sheriff to enforce a writ or levy?
 Yes
 No. I only want the sheriff to serve my papers.

LEAVE BLANK

Your Signature (party asking for service, or their lawyer)

Date: _____

Type or print name (or sign electronically)

Print Date, Your Name and Sign in Spaces Provided.

CONFIDENTIAL

This is not a court form. Do not file with the court.

Your Next Steps

- Find out if you need to pay a fee for service by asking the court's self-help center, a lawyer, or the sheriff's office. Here are some situations where you **do not** need to pay for service:
 - If you have a fee waiver in your case (fee waiver granted by a judge on form FW-003 or FW-005).
 - If you are serving a domestic violence, elder abuse, or gun violence restraining order.
 - If you have a civil harassment, workplace violence, or school violence restraining order based on a credible threat of violence or stalking.
- Give this form and a copy of all the court papers you need served to the sheriff or marshal, including a copy of a fee waiver (if you have one). If you do not have to pay a fee to the sheriff, you can send your papers electronically. If you have to pay a fee, contact the sheriff to find out your options for turning in your request. Note that you can always turn in your request in person.
- You should get a form back from the sheriff.
 - If the sheriff was able to serve your court papers, you should receive a form (called a proof of service). **Make sure you get a copy from the sheriff and file it with the court.** Note that if there is a court stamp at the top right corner of the first page, it has already been filed and you do not need to file it with the court.
 - If the sheriff was unable to serve your court papers, you should receive a form (sometimes called declaration of due diligence) that tells you that service was unsuccessful and will give details about when the sheriff tried to serve the person. If the sheriff was unable to serve your papers, you can ask a lawyer or court's self-help center about your next steps.
- To find your local court self-help center, go to <https://selfhelp.courts.ca.gov/>. Self-help center staff will not act as your lawyer but may be able to give you information to help you decide what to do in your case. Services are free.

To Sheriff or Marshal

- This form is confidential and must not be made public.
- Any papers submitted with this form should be served and listed on the applicable proof of service form.
- Note that (5) b is optional and may help to identify documents that should have been submitted but were not received by your office.
- Under Government Code section 26666.2, once you've received a completed copy of this form and forms for service, you must attempt service unless:
 - Any order submitted does not have a judge's signature or other representation of a judge's signature; clerk's endorsement; or court stamp, seal, or other court endorsement; or
 - A court case number is not listed on the order, summons, or other notice.

CONFIDENTIAL

This is not a court form. Do not file with the court.