

Solicitud para que el alguacil Entregar documentos judiciales

(Request for Sheriff to Serve Court Papers)



**LEGAL AID
FOUNDATION
OF LOS ANGELES**

Guía Centro de Acceso de Auto-Ayuda Legal

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

JANUARY 2024

Esta guía está diseñado para ayudarle a usted en llenar los formularios usted mismo. No tiene la intención de proporcionar asesoramiento legal, ni la estrategia de como completar el caso. La información proporcionada en este paquete solo presenta opciones y ejemplos. Esto no es un sustituto para el consejo legal profesional de un abogado.

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*.

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To Court Clerk: Do not file this form.

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

Fill in case number:

Court Case Number:

Escriba el numero de caso

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):**

Escriba "Los Angeles"

② **Your Information**

a. Your name (party requesting service):

Escriba su Nombre

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

Name:

Deje esta sección en blanco

Firm name:

c. Court case name:

(example: Garcia v. S

El nombre del caso es el apellido del peticionario (o de la parte protegida) versus el apellido del demandado (o de quien se quiere proteger)

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):

Información completa sobre cómo el sheriff puede comunicarse con usted en los espacios proporcionado.

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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 (optional) _____

(2) Telephone number (optional) _____

(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 (give year) _____

Race/Ethnicity: _____

Special marks or features _____

Vehicle (type, model, year) _____

☐ Check here if you do not know

Imprima el nombre completo de la persona a la que desea que el alguacil le entregue los documentos. Si conoce algún apodo que usen el demandado o su número de teléfono, escriba lo en los espacios proporcionado.

¿Sabe cómo describir a la persona a la que desea que le entreguen los documentos?

Si **NO**, marque la casilla "No".
En caso afirmativo, marque la casilla "Yes" y complete toda la información que pueda en los espacios proporcionado.

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.

Lea atentamente esta sección. Marque cualquier casilla que pueda aplicarse a la otra persona y marque la casilla "Sí". De lo contrario, marque la casilla "No".

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

(1) Name and type of entity: _____

Telephone number (optional) _____

(2) If there is a specific person to serve _____

(3) If there is an agent for service _____

(4) List any safety or accessibility issues _____

Marque esta casilla si desea que el alguacil preste servicios a una empresa o otra entidad (como una agencia gubernamental) y complete esta sección.

language barrier): _____

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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: _____

City: _____

Gate code or special instructions: _____

Best time to serve at this address _____

☐ Check here if the person is in jail

Alternate address (optional)

(If the person cannot be found at the same county. If you have a second address, list it here.)

Address: _____

City: _____

Gate code or special instructions: _____

Best time to serve at this address (example: _____)

Complete la información sobre la dirección de la otra parte y cualquier instrucción que tenga para el alguacil al momento de entregar los documentos a la otra persona (incluido el mejor tiempo para el servicio de documentos) en los espacios proporcionado.

Marque esta casilla si la otra persona está en la cárcel o prisión y escriba el nombre de la institución en el espacio proporcionado.

Si hay otra dirección donde se puede encontrar a la persona, escriba la dirección y las instrucciones en los espacios proporcionado.

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)*?

Escriba las formas judiciales que desea que entregue el alguacil

- 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.)

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- c. Is there a court hearing (court date)?

☐ I don't know☐ No☐ Yes *(if yes, give date of hearing):* _____

Marque "No" si no hay fecha de audiencia.
Marque "Yes" si hay una fecha de audiencia judicial y escriba la fecha de la audiencia en el espacio proporcionado.

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Court Case Number:

Escriba su numero de caso

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d. Is there a deadline for service?

☐ I don't know

☐ No

☐ Yes (if yes, give deadline):

¿Existe una fecha límite para el servicio?

Marque "**No**" si no hay fecha límite.

Marque "**Yes**" si se trata de una orden de restricción y escriba la fecha límite en el espacio proporcionado.

e. Has the court allowed you to serve by substituted service?

☐ I don't know

☐ No

☐ Yes (if yes, include a copy of the court order)

¿Le dijeron que puede entregar los documentos además de la entrega personal?

Marque "**No**" si le dijeron que hiciera la entrega personalmente.

Marque "**Yes**" si le dijeron que puede hacer la entrega de otras maneras y adjunte una copia de la orden informándole que puede hacer la entrega de otras maneras además de la entrega personal.

f. Is there any other information you want to provide?

☐ No

☐ Yes (if yes, give information below)

Marque "**I don't know**" si no está seguro/a.

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.

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Your Signature (party asking for service or their lawyer)

Date:

Escriba la fecha, su nombre y firme en los espacios proporcionados.

Type or print name

(electronic)

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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.

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