

General (Out of State)
INSTRUCTIONS TO THE SHERIFF OF VENTURA COUNTY

Civil Division • 800 S. Victoria Ave. (HOJ Rm. 101) • Ventura • CA • 93009

Phone (805) 654-2391 • Fax (805) 645-1342

The Sheriff must have written, signed instructions by the attorney for the party, or the party if s/he does not have an attorney, in accordance with CCP 262, 687.010.
The Sheriff is entitled to his fee, whether or not the service is successful, in accordance with GC 26738.

1 COURT CASE #: _____

Plaintiff/Petitioner: _____ Defendant/Respondent: _____

2 SERVICE REQUEST: PLEASE LIST DOCUMENTS THAT YOU WOULD LIKE SERVED:

Date Service must be complete by: _____

(The Sheriff must receive the documents at least 10 days prior to last date for service to have time to execute service)

**SHERIFF OF VENTURA COUNTY, YOU ARE INSTRUCTED TO SERVE THE FOLLOWING PERSON AT THE
FOLLOWING ADDRESS:**

Addresses must be **complete** and contain street number, street name, apartment/unit#, city, zip code and name of business, if appropriate)

3 PARTY TO BE SERVED:

NAME: _____

Description: _____ / _____ / _____ / _____

Address: _____

SEX / DOB / AGE / HT
_____ / _____ / _____ / _____
WT / HAIR / EYES / RACE

City: _____ ZIP: _____

Phone No. _____

Employer: _____

If there is a building code or gate

Employer's Address: _____

code, the code is: _____

City: _____ ZIP: _____

Employer Phone No. _____

Best Time/Place To Serve: _____

Special Instructions: _____

SEE PAGE 2 OF THIS FORM FOR ADDITIONAL REQUIRED INFORMATION

COURT CASE #: _____

Please provide the following information about the person (as best known to you):

4 Do you know of any illegal activity that may be taking place at the address? No Yes

Describe: _____

5 Do you know of any prior police contact at the address? No Yes

Describe: _____

6 Please provide additional information on any issues that may pose a threat to law enforcement:

- Violent or criminal history: UNK NO YES - explain: _____
- Firearms or other weapons: UNK NO YES - explain: _____
- Gang involvement: UNK NO YES - explain: _____
- Illegal drug use: UNK NO YES - explain: _____
- Threats made: UNK NO YES - explain: _____
- Surveillance cameras: UNK NO YES - explain: _____
- Previous suicide attempts: UNK NO YES - explain: _____
- Vicious animals (list): UNK NO YES - explain: _____
- Alarms: UNK NO YES - explain: _____

7 Signature of Plaintiff/Attorney**: _____ Date: _____

**** These instructions MUST be signed by the attorney for the plaintiff, or the plaintiff if s/he does not have an attorney (CCP 262, 687.010)****

Printed name of Plaintiff or Attorney: _____

Address: _____
Street Apt./Suite # City State ZIP

Phone #: _____ Fax #: _____

Payment:

Service fee is **\$40.00** per party being served. **Notary Required** No Yes (additional fees required)

If your court requires the signature on the proof of service to be notarized, the Notary fee is an additional **\$15.00**.

We accept cashier's checks or money orders only, made payable to: **Ventura County Sheriff**. No personal checks.

We generate our own proof of service and will provide you with an original and a copy to the address provided.

We do not accept service requests via Fax or email.

Civil Office Use Only:

Payment: Cashier's Check/Money Order Business Check # _____ RECD BY: _____