



SUPERIOR COURT OF CALIFORNIA
 County of Placer
 10820 Justice Center Drive
 Roseville, CA. 95678
 (916) 408-6000 Website: www.placer.courts.ca.gov

INSTRUCTIONS TO SERVE A CIVIL BENCH WARRANT

(The Sheriff must have written and signed instructions by the plaintiff representing himself/herself or the attorney of record in accordance with California Civil Procedure Code 262)

TYPE OR PRINT CLEARLY

Court case # _____ Sheriff's file # _____
 _____ vs. _____

To effect service of the civil bench warrant: Submit this completed form along with signed bench warrant to the Placer County Sheriff's Civil office. The appropriate fee will need to be paid to Placer County Sheriff.

TO THE SHERIFF: You are instructed to serve the attached civil bench warrant as follows:

CHECK ONE BOX:

- Defendant lives in Placer County.
 Defendant does not live in Placer County. County where defendant lives: _____

DEFENDANT'S INFORMATION:

Name: _____
 Service address: _____
 Employer or other address for service: _____
 Phone number: _____ Sex: Male Female Ht. _____ Wt.: _____
 Driver's license # _____ Social Security # _____
 Defendant may pose a threat? No Yes if yes, explain: _____

Other instructions: _____

PLAINTIFF'S INFORMATION:

Your name: _____ Phone: _____
 Your address: _____ Email: _____
 City, State, Zip code: _____
 Signature: _____ Date: _____

Fees: A check for \$140.00 \$50.00 payable to Placer County Sheriff is attached. Fee waiver is attached.

NOTE: The Sheriff is entitled to his/her fees for service, whether or not the service is successful (Gov Code § 26736 and 26738).

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| ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar Number, Address) | |
| TELEPHONE NUMBER: ATTORNEY FOR: | |
| NAME OF COURT: SUPERIOR COURT OF PLACER COUNTY STREET ADDRESS: 10820 JUSTICE CENTER DRIVE CITY AND ZIP CODE: ROSEVILLE, CA 95678 | |
| PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT: | |
| CIVIL BENCH WARRANT | CASE NO: |

TO ANY SHERIFF OR MARSHAL WITHIN THE STATE OF CALIFORNIA, YOU ARE COMMANDED TO ARREST (name): _____ and bring him/her before this Court, or the nearest court if in session, for the setting of bail in the amount of the warrant or to release on the person's own recognizance. Any person so arrested shall be released from custody if he/she cannot be brought before the court within 12 hours of arrest, and the person shall not be arrested if the court will not be in session during the 12-hour period following the arrest.

Approved for nighttime service. (PC § 840.)

Physical description and address of person to be arrested:

Sex: M F Height: _____ Weight: _____ Hair color: _____ Eye color: _____

Race: _____ Age: _____ Date of birth: _____ other: _____

The last known address of the person to be arrested is: _____

COURT USE ONLY

Urgency finding:

The court finds that urgency and materiality dictates the person's immediate presence in court, which precludes the use of the promise to appear process as provided in CCP 1993(b) (11).

The court makes no finding as to the urgency and materiality: therefore, this person may be released upon a promise to appear as follows: DATE: ____ / ____ / ____ TIME: _____ Department: _____; or any subsequent (day) _____, at (time) _____, in Department _____

Reason for Arrest:

Failing to appear on (date) ____ / ____ / ____, pursuant to the subpoena or court order, served on (date): ____ / ____ / ____

Failing to appear on (date) _____, for order of examination CCP §491.160(a)(1)(A), CCP §491.160(a)(1)(B),

CCP §708.170(a)(1)(A), CCP §708.170(a)(1)(B)), CCP §1209 served on (date): ____ / ____ / ____.

Failure of witness to attend hearing (CCP 1993) on (date): ____ / ____ / ____, served on (date): ____ / ____ / ____

Failure to appear notice was not issued due to the urgency of the person's immediate presence (CCP 1993(a)(2).)

Other (specify): _____

Bail: Set at \$ _____.

Expiration: This warrant will expire on the date of the hearing stated _____ (court seal)

above or, if no hearing is set, on (date): ____ / ____ / ____.

Issued in the County of Placer on (date): ____ / ____ / ____, _____

Judge/Commissioner of the Superior Court