



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 the 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).

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar Number, and Address): TELEPHONE NO.: FAX NO.: EMAIL ADDRESS:	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF PLACER <input type="checkbox"/> 10820 Justice Center Drive <input type="checkbox"/> 2501 N. Lake Blvd. P.O. Box 619072 P.O. Box 5669 Roseville, CA 95661-9072 Tahoe City, CA 96145	
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT:	
CIVIL BENCH WARRANT	CASE NUMBER: _____

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: <input type="checkbox"/> 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). <input type="checkbox"/> 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 (CCP §1993) on (date) _____, served on (date): _____
 Failure to appear notice was not issued due to 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 above or, if no hearing is set, on (date): _____.

(Court Seal)

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

 Judge/Commissioner of the Superior Court