



SHERIFF-CORONER DEPARTMENT ORANGE COUNTY- COURT OPERATIONS

Service Instructions

Case Number _____

Court (check one) Santa Ana Fullerton Westminster Newport Beach Laguna Hills Lamoreaux Other _____

TYPE OF PROCESS:

- | | | |
|---|--|---|
| <input type="checkbox"/> Plaintiff's Claim and Order | <input type="checkbox"/> Civil Bench Warrant | <input type="checkbox"/> Summons & Complaint |
| <input type="checkbox"/> Defendant's Claim and Order | <input type="checkbox"/> Notice to Pay Rent (3-Day Notice) | <input type="checkbox"/> Summons & Petition |
| <input type="checkbox"/> Order for Examination | <input type="checkbox"/> Notice to Terminate (30-Day Notice) | <input type="checkbox"/> Civil Subpoena |
| <input type="checkbox"/> Order to Show Cause | <input type="checkbox"/> Small Claims Subpoena and Declaration | <input type="checkbox"/> Civil Subpoena Duces Tecum |
| <input type="checkbox"/> Other _____ | | |
| <input type="checkbox"/> Additional Documents – Print on Back | | |

INSTRUCTIONS FOR SERVICE OF THE ATTACHED DOCUMENTS:

SERVE DOCUMENT(S) ON:

(Please Print)

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

LIST ANY SPECIAL INFORMATION: (Best hours for service, Corporate Officers names, etc.)

Physical description of person: Male, Female, Age _____ DOB _____ Height _____ Weight _____

Race _____ Unique Characteristics _____

Substitute service is authorized on Summons Unlawful Detainer Action (Additional copy of process is required)

X Signature _____ **Date** _____

Print Name _____

Day Phone ()

Address _____

City _____ State _____ Zip Code _____