

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF ORANGE**
www.occourts.org

BENCH WARRANT INSTRUCTIONS

A Bench Warrant is an order of the Court directing a Sheriff within the State of California to arrest a person and bring him or her to the Court.

If a Bench Warrant has been authorized by the court on your case and you want to proceed with the warrant, please do the following:

- Complete the Bench Warrant (#L525) and the Request for Sheriff to Serve Court Papers (#SER-001).
- Identifying information must be entered on the Bench Warrant or it may not be entered into the Sheriff's warrant system. Please include as much information on the Service Instructions as possible. For example, is there more than one address at which the person can be found? Is there a particular time of the day when the party can most likely be reached at a particular address? Do you know what kind of car the person drives? Does he or she have any unique characteristics? If the Sheriff (or other peace officer) is not given enough information, it may be impossible to serve the warrant.
- Please submit the appropriate fees, if applicable, with the warrant. Go to the Sheriff's website of the county where your warrant will be served to obtain current fees.
- If your warrant is for an out-of-county Sheriff, please provide address for Sheriff and return this page along with documents noted below:

Address: _____

City: _____ Zip code: _____

- Hand deliver or mail the completed Bench Warrant, Sheriff Service Instructions, and any required fee to the Clerk's Office at the Justice Center where your case is filed. The Clerk's Office will issue the warrant as appropriate and forward the completed Bench Warrant and fee to the Sheriff's Department.

Should an agreement be reached between you and the party the warrant was issued against, or if the judgment is paid in full, you must immediately submit written notice to the Clerk's Office at the Justice Center where your case is filed so the warrant can be recalled. Failure to do so may result in a wrongful arrest and possible legal action against you.