

Requirements for the Most Common Papers to be served by the Sheriff's Office

Please be advised that we can NOT give any Legal Advice.

If you want to serve a....

Plaintiff's Claim and Order to Defendant:

- Sufficient Time before Hearing Date. (This paper must be served Fifteen (15) Days Prior to Hearing Date).
- Completed Letter of Instruction Signed by the Plaintiff or Attorney.
- Three (3) Copies plus One (1) additional Copy for each additional Defendant of the "Plaintiff's Claim and Order to Defendant."
- \$40.00 Service Fee (Per Person) or a copy of a "Fee Waiver Order."

Sub-service of this Paper Requires Service to be Completed Twenty (20) Days Prior to Hearing Date.

Temporary Restraining Order:

- Sufficient Time Before Hearing Date (Domestic Orders Must Be Served Five (5) Days Prior to the Hearing Date, Unless Shortened by the Judge).
- Completed Letter of Instructions Signed by the Plaintiff or Attorney.
- Two (2) Copies of the Assembled "Temporary Restraining Order."
- \$40.00 Service Fee or a Copy of a "Fee Waiver Order".

Request for Order-Family Law:

- Sufficient Time before Hearing Date (This Paper Must Be Served Twenty One (16) Days Prior to the Hearing Date).
- Completed Letter of Instruction Signed by the Plaintiff or Plaintiff's Attorney.
- Two (2) Copies of the Assembled "Request for Order.
- \$40.00 Service Fee (Per Defendant) or a Copy of a "Fee Waiver Order".

***Sheriff's Civil Section Hours
8:30 a.m. to 4:30 p.m.
Monday through Friday
Closed on Holidays***

Civil Subpoena / Order of Examination:

- Sufficient Time before Hearing Date. (This Paper Must be Served Five (5) Days Prior to the Hearing Date).
- Completed Letter of Instructions Signed by the Plaintiff or Attorney.
- Original Subpoena or Order of Examination and three (3) Copies
- \$40.00 Service Fee (per Defendant) or a Copy of a "Fee Wavier Order".

Summons & Complaint:

- Completed Letter of Instructions Signed by the Plaintiff.
- Two (2) Assembled Sets of the "Summons & Complaint" (per Defendant"
- \$40.00 Service Fee (per Defendant) or a Copy of a "Fee Wavier Order".

Summons & Petition:

- Completed Letter of Instructions Signed by the Plaintiff or Plaintiff's Attorney.
- Two (2) Assembled Sets of the "Summons & Petition"
- \$40.00 Service Fee (per Defendant) or a Copy of a "Fee Wavier Order".

Blank Instruction Letters are available at the Sheriff's Civil Section or on-line at:
www.yolocountysheriff.com

Writ of Possession for Real Property (Eviction):

- Completed Letter of Instruction Letter Signed by the Plaintiff or Plaintiff's Attorney.
- Original Writ of Possession plus Three (3) Copies.
- \$145.00 Service Fee or a Copy of a "Fee Waiver Order".

Earnings Withholding Orders (Wage Garnishment):

- Original "Application for Earnings Withholding Order".
- Original Writ of Execution and One (1) Copy.
- \$35.00 Service Fee per Employer.

Bank Levy or Third Party Levy:

- Completed Letter of Instruction.
- Original Writ of Execution and Three (3) Copies per Debtor. (Add one (1) For Each Additional Debtor).
- \$40.00 Service Fee per Levy.



Directions from the Yolo Court House

Turn **Right** onto **Main Street**
 Turn **Right** onto **East Street** (Jack-in the Box on the Southeast Corner)
 Turn **Left** onto **E. Gibson Road** (County Fair Mall)
 Continue **East** on **E. Gibson Road** for 1.7 miles The Sheriff's Office Facilities will be the first driveway past Woodland Community College. We will be the first building on the left once you enter into the facility.

Sheriff's Civil Section Hours
8:30 a.m. to 4:30 p.m.
Monday through Friday

Papers to be served may be brought to this office in person or they can be mailed to the address on the front of this brochure.

Papers with hearing dates, by law, must be served several days prior to the hearing date depending on the type of paper being served.

Be aware that the Sheriff's Office needs to have sufficient time to effect **DUE DILIGENCE**. (Due Diligence is three attempts of service consisting of three different days of the week and three different times of the day)

For ALL service you will need to provide us with the following:

- Letter of Instructions Signed by the Plaintiff or Plaintiff's Attorney (Blank Instructions are available at the Sheriff's Civil Office).
- Order to be Served (Bring Original with you).
- Sufficient Amount of Copies.
- Appropriate Fees or Fee Waiver Order.

A Letter of Instruction Consists of:

- Name(s) of Document(s) to be served.
- Name(s) of Person(s) to be served.
- Complete Physical Address of the Person to be served.
- You're Name, Return Address & Phone Number.

NOTICE:

The Sheriff is entitled to his fee for service whether or not the service is successful, Govt. Code 26736 & 26738

**SERVICE OF
 CIVIL
 PAPERS**



**Yolo County
 Sheriff's Office
 Civil Section
 140 Tony Diaz Drive
 Woodland, Ca 95776
 (530) 668-5275**