

SERVICE INSTRUCTIONS TO THE SHERIFF OF KERN COUNTY SUMMONS & COMPLAINT - UNLAWFUL DETAINER

The Sheriff must have original instructions signed by the attorney of record or the plaintiff if he/she has no attorney. (CCP 262)
You must submit a complete set of documents per person being served plus an additional copy for the Sheriff's file
(two copies if your documents can be sub-served).
(PLEASE PRINT EXCEPT FOR SIGNATURE)

Plaintiff vs. _____
Defendant Court Case Number

To the Sheriff, you are instructed to serve the following documents (REQUIRED):

- Summons & Complaint Unlawful Detainer \$40.00 Per Defendant/Named Tenant
 Prejudgment Claim of Right to Possession \$40.00 Per Service

Other (Must Include ALL Attachments): _____

PERSON(S) TO BE SERVED: (A complete first and last name must be provided and must match the court documents. We cannot look up or verify names or addresses.)

DEFENDANT Check One Named Tenant Unnamed Occupant

Name

Address of Residence City Zip Code
Best time to attempt service: _____
Description: _____
Race Sex Age Height Weight Hair Eyes Distinguishing Marks, Scars, or Tattoos
Officer Safety (check all that apply): Violent Criminal History Weapons Drugs/Alcohol Dogs Other Explain: _____

DEFENDANT Check One Named Tenant Unnamed Occupant

Name

Address of Residence or Same as Above? Yes City Zip Code
Best time to attempt service: _____
Description: _____
Race Sex Age Height Weight Hair Eyes Distinguishing Marks, Scars, or Tattoos
Officer Safety (check all that apply): Violent Criminal History Weapons Drugs/Alcohol Dogs Other Explain: _____

(Attach an additional sheet for additional defendants)

Substitute service is authorized (If allowable pursuant to CCP 116.340; 415.20; Rules of Court 1702). You must submit an additional copy per person being served.

RETURN INFORMATION (All notices, including proofs of service, will be sent to the name and address listed below):

Name

Address Unit/Apt Number

City, State, Zip Code @

Daytime Telephone Number Email Address

Signature (attorney of record or plaintiff if there is no attorney) Date

Printed Name: _____

The Sheriff does not guarantee service and is entitled to his fee for service whether or not the service is successful (GC 26738). All fees must be prepaid unless the Court has issued a valid fee waiver. No refund for an amount of \$10.00 or less. (GC 29375.1)