

(Out of State Service)

INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF RIVERSIDE

The Sheriff must have written, signed, instructions by the attorney, or the party if he/she has no attorney in accordance with CCP 262; 687.010.

www.riversidesheriff.org/services/

Court Services • Central
30755-D Auld Rd., Ste. L067
Murrieta, CA 92563
951-304-5050 • FAX 951-304-5066

Court Services • East
46200 Oasis St., Rm B15
Indio, CA 92201
760-863-8255 • FAX 760-863-8919

Court Services • West
4095 Lemon St., 4th Floor
Riverside, CA 92501
951-955-2420 • FAX 951-955-6155

| | | |
|-------------------|----|-----------------------------|
| Plaintiff | VS | Defendant |
| Court Case Number | | Levying Officer File Number |

The Sheriff is entitled to his fee whether or not the service has been effected.

SERVE DOCUMENTS ON DEFENDANT:

NAME: _____

HOME ADDRESS: _____

CITY: ZIP CODE: _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

DESCRIPTION: _____
Race / Sex / Age / Ht. / Wt. / Hair / Eyes / DOB

Vehicle(if known): _____
Make/Model Year/License Number Color:

Defendant may pose threat (explain): _____

TYPE OF DOCUMENTS TO BE SERVED: _____

LAST DAY FOR SERVICE (if applicable): _____

IS SUBSTITUTE SERVICE ALLOWED? (If yes, provide additional service documents for service) Yes
 No

DOES PROOF OF SERVICE REQUIRE NOTARIZATION (If yes, additional fees are required) Yes
 No

Signature of attorney (or party without an attorney)

Date

Print name of attorney (or party without an attorney)

Address of attorney (or party without an attorney) Number, Street, City, State, ZIP Code

Telephone Number

Cell Number

E-Mail Address

FAX Number