



San Luis Obispo County Sheriff's Office



Civil Division

CIVIL PROCESS SERVICE INSTRUCTIONS

Please type or print legibly. All fees will be collected regardless of outcome.

SUPERIOR COURT

CASE NO: _____

The Sheriff of San Luis Obispo County is hereby instructed to serve the civil process indicated below, by personal or substitute service when applicable (CHECK THE DOCUMENT BELOW)

- | | |
|--|--|
| <input type="checkbox"/> * Claim of Plaintiff & Order (Small Claims) | <input type="checkbox"/> * Writ of Possession (Eviction) |
| <input type="checkbox"/> * Order of Examination | <input type="checkbox"/> * Summons & Complaint |
| <input type="checkbox"/> * Bank Levy | <input type="checkbox"/> * Summons & Petition |
| <input type="checkbox"/> * Notice (3 Day/30 Day/60 Day Notice) | <input type="checkbox"/> * Request for Order / Order to Show Cause |
| <input type="checkbox"/> * Temporary Restraining Order | <input type="checkbox"/> * Subpoena (Criminal or Civil) |
| <input type="checkbox"/> * Third Party (Tenant, etc.) | <input type="checkbox"/> * Vehicle Levy-seize & sell to satisfy judgment |
| <input type="checkbox"/> * Writ of Attachment | <input type="checkbox"/> * Till-Tap |
| <input type="checkbox"/> * Real Property Levy | <input type="checkbox"/> * Personal Property Levy |
| <input type="checkbox"/> * 8 Hour Keeper | <input type="checkbox"/> * Other _____ |

****PROVIDE TWO COMPLETE COPIES OF THE PAPERS YOU WANT SERVED FOR EACH PERSON WE ARE SERVING****

Name and address of person to be served (Home and/or Work). Please include description of person and phone numbers if available.

Additional Comments:

Name of Party Requesting Service (Please Print) _____

Mailing Address/ City / State / Zip _____

Daytime Telephone Number (____) _____ Cell Phone Number (____) _____

Signature of Party Requesting Service

Today's Date

I AUTHORIZE THE SHERIFF'S CIVIL ENFORCEMENT DIVISION TO CHARGE MY

VISA MASTERCARD DISCOVER CARD

ACCOUNT NUMBER _____ EXP. DATE _____

CARD SIGNATURE _____
credit card accepted on these services only

SEE FEE SCHEDULE FORM