



PLACER COUNTY
SHERIFF
CORONER – MARSHAL
CIVIL DIVISION

INSTRUCTION FOR SERVICE

Court Case Number: _____

Levy Officer File Number: _____

Plaintiff's Name

vs.

Defendant's Name

D.O.B.

TITLE OF DOCUMENTS TO BE SERVED:

PARTY TO BE SERVED (Name must be EXACTLY the same as listed on the document which is to be served. Also include agent's name if serving a corporation.) **Photo Attached**

Name: _____

Name: _____

Address: _____

Address: _____

City & Zip: _____

City & Zip: _____

Agent: _____

Agent: _____

ADDITIONAL ADDRESS FOR SERVICE (Work address, Mailing address, P.O. Box [For Tahoe, parts of Colfax & Foresthill]):

Name: _____

Name: _____

Address: _____

Address: _____

City & Zip: _____

City & Zip: _____

OTHER INSTRUCTIONS (Such as best time for service, physical description or photo attached, GATE CODE)

Requestor's Information (Attorney of Record / Plaintiff if no Attorney):

Name (please print)

Phone number

Mailing address

City/State/Zip Code

Signature

Date

Placer County Sheriff's Office - Civil Division
2929 Richardson Dr. Auburn, CA 95603 (530) 889-7885 Fax (530) 886-3840
<http://www.placer.ca.gov/departments/sheriff/unitsanddivisions/civil>