



PLACER COUNTY
SHERIFF
CORONER – MARSHAL
CIVIL DIVISION

Requirements for Service of Out of State Documents

We require a signed letter of instruction directed to the Placer County Sheriff's Office with the following information:

- Attorney of record or plaintiff (if no attorney of record) information. Name, mailing address, contact phone number and an original signature. The signature must be by the attorney / plaintiff, not a paralegal or assistant.
- Type of documents to be served
- Name of person or business to be served
- Exact address for service within Placer County; we will allow up to 2 addresses.
- If your state allows substitute service, please provide the parameters for service, i.e. minimum age requirement, mailing in addition to personal service, etc. We require 3 copies of all documents if substitute service allowed.
- If documents must be personally served, we require 2 copies of the documents.
- If your state requires a notarized proof of service or requires your State's proof of service, please enclose a blank copy with your letter of instruction. Otherwise, we will provide our standard proof of service.
- Please note that a small percentage of Auburn addresses are within Nevada County rather than Placer County. Please check the address for service or contact our office for assistance.
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Though not required photographs of the person to be served are very helpful.

The standard fee for service is \$40 per person/entity served. If you require a notarized Proof of Service, there is a \$15 fee per proof.

If you have any additional questions, please contact our office during business hours; Monday-Friday 8:00 am to 4:00 pm PST. Phone 530.889.7885 Fax 530.886.3840

Thank you!

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>