

GENERAL/MISCELLANEOUS DOCUMENTS
INSTRUCTIONS TO THE SHERIFF OF MARIN COUNTY
Civil Division • 1600 Los Gamos Drive, Suite 200 • San Rafael • CA • 94903
Phone 415.473.7282 • • Fax 415.507.4126
(Hours are M-F 8:00 am-12noon; 1:00pm-4:30pm)

Serving Civil Documents Please provide 2 complete copies of the papers to be served (plus 1 copy for each additional defendant). Fee for service is \$40.00 per person (\$15.00 notary fee – if your Court requires the return to be notarized). Please make checks payable to MCSO. If you have a fee waiver issued by the Court, you must provide us with a copy. Civil Warrant fees are noted below.

GENERAL INFORMATION: MCSO Civil Deputy serves papers on Tuesdays & Thursdays during normal business hours (limited evening and early morning hours). Service will be attempted at the physical address you provide, we cannot serve at a P.O. Box. MCSO cannot **guarantee** successful service nor can we provide **rush** service. You may wish to consider other service options (Anyone over the age of 18 and not a party to the action may serve papers or you may hire a registered process server). Civil Warrants must be served by the Sheriff.

TO THE SHERIFF OF MARIN COUNTY, you are instructed to serve the papers checked below.

- Family Law Summons & Petition (personal Service only)
- Summons & Complaint; Summons & Complaint Unlawful Detainer (personal, special requirements for sub-serve); Additional fees may be required for Posting Orders & Prejudgment Claim of Right to Possession.
- Order to Show Cause, Request for Order, all other Misc. Orders, Civil Subpoenas, Subpoena Duces Tecum (personal service only) ****Be advised that there are specific serve by dates for Respondent that are set by the courts and there may be limited time for service**** The Sheriff's Office will not call Respondent on Ex-Parte Orders.**
- 3 Day, 30 Day, and 60 Day Notices (personal, sub-serve, or post and mail)
- All other misc. documents, letters, responses (Please note that many responses and answers can be served by mail and you should seek legal advice for those requirements. The Sheriff's Office will not personally serve documents that can be served by mail.
- Civil Warrants CCP 1993, 1209 The Fee for Civil Warrants is \$50.00 in Marin County and \$140.00 for out of county (Service out of county, checks must be payable to the out of county Sheriff's Office).

WHAT IS THE COURT DATE? (if applicable) _____

Who are you serving? CHECK ONE Person Business Public Entity

If you are serving a **Person**, write the person's name below exactly as it appears on your papers:

If you are serving a **Business** or **Entity**, write the name exactly as it appears on your papers:

Business or Agency Name

Person Authorized for Service, Job Title

To serve a Person, you must list the exact name of the person you are suing exactly as it appears on your papers; **To serve a Business**, you must serve one of the following people: Any Officer or General Manager for corporation or association; Any person authorized for service with the Secretary of State; **To serve a Public Entity**, you must first file a claim with that entity then serve one of the following people: Clerk of a city or county, Chief Officer or Director of a public agency, Any person authorized for service by the entity.

What is the address for service? Provide the best address for daytime service. Home Work Other

Alternate Address: Home Work Other

Safety Hazards. List any safety hazards associated with serving this party:

Your Information. We will mail the Proof of Service to you at this address. (Name and Address):

_____ Phone #: _____

I authorize the Sheriff to serve the attached papers by substitute service, when allowable.

Signature: _____ Date: _____

Must be signed by the Plaintiff or Attorney of Record or Assignee of Record.

I am the plaintiff plaintiff's attorney of record assignee of record.

NOTE: Papers are served in the order received. We do not promise to serve on specific dates or times. 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.