

San Mateo County Sheriff's Office Civil Bureau

400 County Center, Redwood City, CA 94063 650-363-4497

RECEIVED – For Office Use Only

Date: _____ Time: _____ Initials _____
 window mail check waiver other _____

Sheriff Service of Civil Bench Warrant / Body Attachment Instructions

To request service of the arrest warrant:

Submit this completed form to the San Mateo County Sheriff along with your check for fees made payable to "THE SHERIFF."

BE ADVISED: Should an agreement be reached between you and the party the warrant was issued against, or if the judgment is paid in full, you must IMMEDIATELY submit written notice to the Sheriff so the warrant can be recalled. Failure to do so may result in a wrongful arrest and possible legal action against you.

A copy of the Civil Bench Warrant needs to be submitted to the Sheriff when opening a file.

COURT NUMBER: (REQUIRED) _____

TO THE SHERIFF of the COUNTY of _____, you are instructed to serve the attached civil bench warrant/body attachment as follows:

Where does the Defendant live? CHECK ONE

Defendant lives in San Mateo County.

Defendant's information:

Name: _____

Service address: _____
Address, City and Zip Code

Employer or other address for service: _____
Address, City and Zip Code

Date of Birth _____ Driver's License _____

Physical Description: Eyes _____ Hair _____ Hgt. _____ Wgt. _____

Vehicle Description: _____

Phone Number: _____

Defendant may pose a threat Yes No. Explain: _____

Other instructions: _____

Your information: I am the plaintiff plaintiff's attorney of record assignee of record.

Your Name: _____ Phone: _____

Your Address: _____
Address, City and Zip Code

Signature: _____ Date: _____

INSTRUCTIONS MAY ONLY BE SIGNED BY THE PLAINTIFF OR THE ATTORNEY OF RECORD.

Returned paperwork: Paperwork will be returned unprocessed if the warrant is incomplete, if the warrant is missing required information, if the warrant is invalid on its face or if the letter of instruction is unclear or insufficient. Any changes or corrections made to a warrant after it is issued by the court must be initialed by the court clerk. The Sheriff will not act upon the warrant otherwise. Sheriff: Papers reviewed and returned by: _____ Date: _____ Reason: _____

SH CIV-208 (09/12)

