



Contra Costa County Office of the Sheriff
Letter of Instructions-General Process
 Civil Unit 920 Mellus St Martinez CA 94553

Please print clearly and provide as much information as possible.
Failure to print clearly could result in delays in service.

COURT INFORMATION

Court Case Number: _____
 Name of Case: _____

SERVICE DOCUMENTS

List documents being served:
Form numbers or titles only-No page Counts

Last date for service attempts: _____
 Do you request substitute service? Y N *If yes, you must attach 2 additional copies of service documents.*

Do you request service by certified mail? Y N *If yes, please initial here _____*
Service by certified mail can only be done within Contra Costa County.

PERSON TO BE SERVED

Name: _____
 Address: _____
 City: _____ Zip Code: _____
 Phone Number: **Cell:** _____ **Home:** _____
 Age: _____ Height: _____ Weight: _____ Race: _____ Sex: M F
 Eye Color: _____ Hair Color: _____ DOB: _____
 Best time to Contact: _____

OTHER ADDRESS WHERE PERSON CAN BE SERVED

Type of Address: _____ **Please describe address (examples: Work-Name of employer, Mother's house, etc.)**
 Address: _____
 City: _____ Zip Code: _____
 Phone: _____
 Best time to Contact: _____



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OFFICER SAFETY INFORMATION

Will Respondent become violent with deputies? Y/N

Previous Police contact? Y/N

PERSON REQUESTING SERVICE

Name: _____

Address: _____

City: _____ Zip Code: _____

Email: _____

Phone: _____

Date: _____ Signature: _____

Your phone number and email will be used by our office to contact you if we have additional questions, or require further clarification. None of the information provided on this form will be given to the person being served.