



Contra Costa County Office of the Sheriff Letter of Instructions-Restraining Order

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:

List Forms to be
Served:

Use form numbers
located on lower left
or right hand
corner or form titles
only. Do not
included page
numbers.

PERSON TO BE SERVED

Name:

Address:

City:

Zip Code:

Phone Number:

Cell:

Home:

DOB:

Age:

Height:

Weight:

Male/Female

Hair Color:

Eye Color:

Race:

Vehicle

Description:

Color:

Year:

Make:

Model:

License Plate:

Best Time to

Contact:

OTHER ADDRESS WHERE PERSON CAN BE SERVED

Name of Address:

Address:

City:

Zip Code:

Phone:

Best time to

Contact:

The Sheriff only serves papers Monday - Friday during normal business hours



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OFFICER SAFETY INFORMATION

Is this a Move Out Order?: Y/N	Does the respondent own guns? Y/N
Is this a Child Turnover Order? Y/N	Will the respondent become violent with deputies? Y/N
Is the respondent in jail in Contra Costa County? Y/N	

If you are unsure or do not know please leave blank.

PERSON REQUESTING SERVICE

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____

Email address: _____

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.