

(General Civil Process)

INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF NAPA

The Sheriff must have written, signed, instructions by the attorney for the party, or the party if he/she has no attorney in accordance with CCP 262; 687.010
1535 Airport Blvd
Napa, CA 94558
(707) 253-4325 • FAX (707) 259-8177

Provide the documents to be served and one copy, together with appropriate fees per person served for general service documents. The Sheriff is entitled to his fee whether or not the service has been completed.

Please serve the defendant/debtor with the documents provided:

NAME: _____

HOME ADDRESS: _____

PHONE NUMBER (IF KNOWN): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

OTHER ADDRESS: _____

DESCRIPTION: _____
Sex Race Age Ht. Wt. Hair Eyes

Vehicle (if known): _____
Make: Year: Color:

Defendant may pose threat (explain): _____

TYPE OF DOCUMENTS TO BE SERVED: _____

HEARING DATE (if applicable): _____

Signature of attorney (**OR party without an attorney**) Date

Print name of attorney (**OR party without an attorney**)

Address of attorney (**OR party without an attorney**) Number, Street, City, State, ZIP Code

TEL () _____ Ext. _____