



(General Civil Process)
INSTRUCTIONS TO THE SHERIFF OF THE COUNTY OF NAPA

1535 AIRPORT BLVD. NAPA, CA 94558 (707) 253-4325 • FAX (707) 259-8177

www.napasheriff.ca.gov

The Sheriff must have original written and signed instructions by the plaintiff representing him/herself or attorney of record (CCP 262). The Sheriff is entitled to the fee for service whether or not the service is successful (Govt. Code 26738). ** You will receive a proof of service by mail **

General Civil Process for Service

Plaintiff: vs. Defendant:

Court Case # Hearing Date:

Type of Document for Service:

Please be aware of service time restrictions to allow enough time for service.

We do not guarantee service nor do we guarantee service date/time.

Papers are processed in the order they are received.

Request for Order must be served at least 16 court days before the hearing date.

Domestic Violence or Civil Harassment orders must be served at least 5 days before the hearing date.

*Office hours are 8:00am to 4:30pm Monday through Friday (except for holidays)

*Deputy service hours are generally 7:00am to 2:30pm Monday through Friday (except holidays)

*We CANNOT look up or provide a service address for you. We CANNOT provide legal advice.

Person to be Served

First Name Middle Name Last Name or Company Name

Street Address City

State Zip Code Home Phone Cellular Phone Work Phone

Employer Employer Address (Including City, State and zip code)

Sex Race Height Weight Hair Eyes Date of Birth Age

Best Time for Service:

Defendant may pose a threat to Law Enforcement (Explain)

Your Information - You must be Plaintiff's Attorney / Plaintiff / Respondent

Signature Required Print Name

Address City, State, and Zip Code

Phone

For Official Use Only Payment type: Check # Amount: Received by: